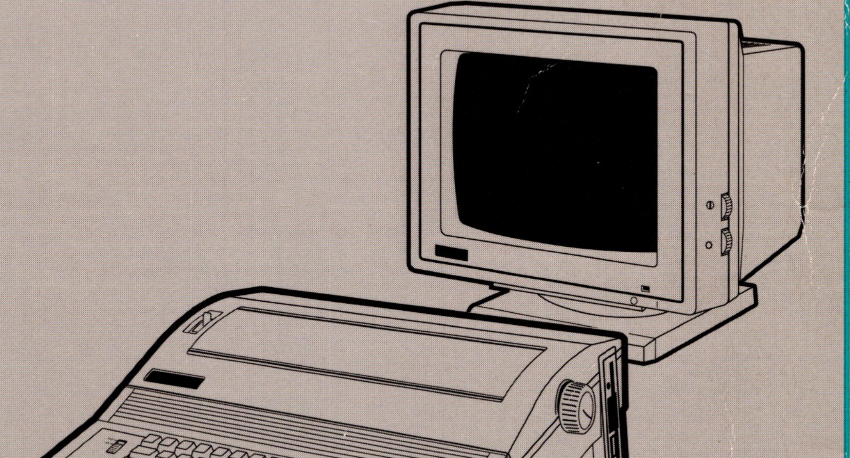
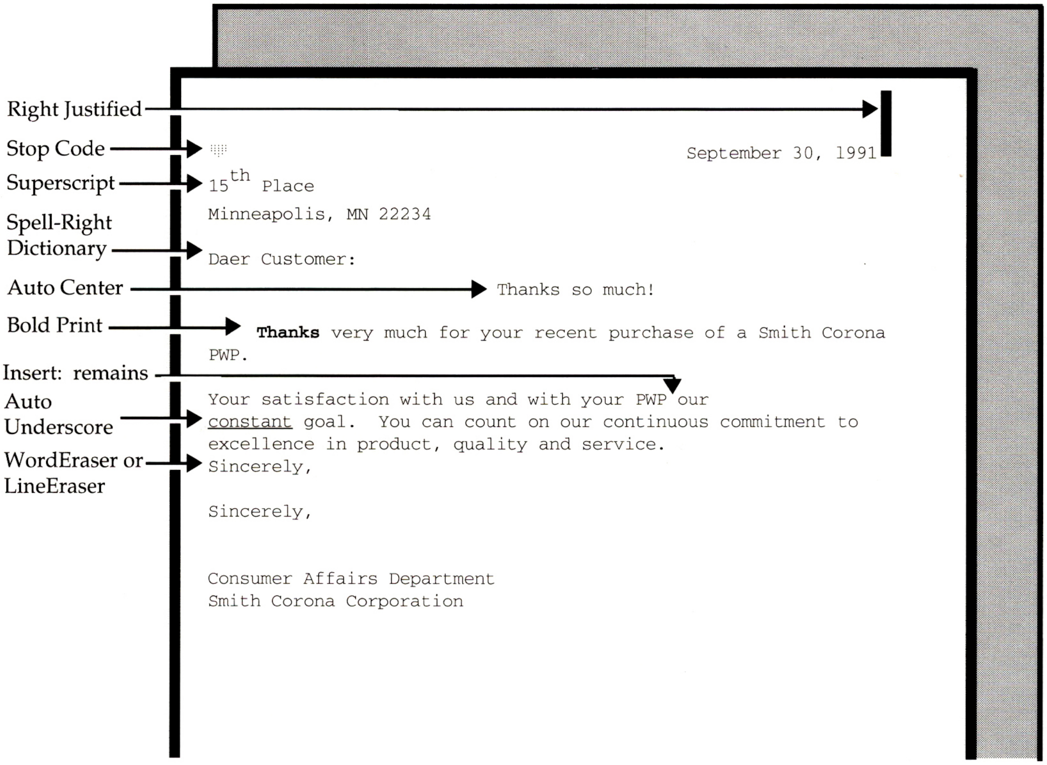
SMITH CORONA®

OWNER'S MANUAL



- This Instruction Manual should be used with Models PWP 3800 and PWP D350

At a Glance
Personal Word Processor Features


Right Justified
Stop Code
Superscript
Spell-Right Dictionary
Auto Center
Bold Print
Insert: remains
Auto Underscore
WordEraser or LineEraser

September 30, 1991

15th Place
Minneapolis, MN 22234

Daer Customer:

Thanks so much!

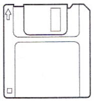
Thanks very much for your recent purchase of a Smith Corona PWP.

Your satisfaction with us and with your PWP our constant goal. You can count on our continuous commitment to excellence in product, quality and service.
Sincerely,

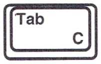
Sincerely,

Consumer Affairs Department
Smith Corona Corporation

Plus



- **Save documents to PC compatible diskettes.**

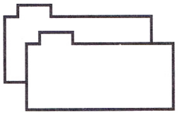


- **Use Special Tabs**

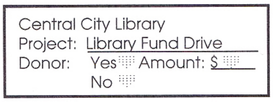
Center Tab	Decimal Tab	Flush Right Tab
Nicely	55.00	For a
Centered	100.00	Professional
Headlines	4.00	Look

Spell-Right® Dictionary — instantly signals errors.

WordFind® — finds errors.
Word-Right® AutoSpell® — suggests alternative spellings for incorrectly spelled words and automatically replaces them.
List — enables you to look up any dictionary word.
Personal Word List — lets you add approximately 300 specialized words to the dictionary.
Thesaurus, Punctuation Check and more.

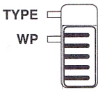


Personal Card File
- Versatile reference tool.
- **Store** frequently used names, addresses and telephone numbers.
- Easily **insert** particular names and addresses in letters and on envelopes.
- **Print** the information three ways, including on labels.
- Maintain a **confidential Tickler File** — keep track of time spent with clients and costs!



Central City Library
Project: Library Fund Drive
Donor: Yes Amount: $
No

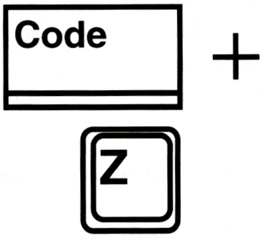
Automatically Create & Fill in Forms. Create a form's "map" and recall to smoothly and quickly position text at precise locations.



Switch to Typewriter Mode
Flick a switch, turn the PWP into the standard typewriter for those quick and frequently used tasks—drafting a quick memo...addressing an envelope...

Key Into
My Most Popular Features

Activate this Self Demonstration Program and discover my most popular features.



Insert Paper. Then depress and hold the **Code Key** while depressing the **Z Key**. Release both.

This opens the door to the demonstration and shows you:

1. **Spell-Right® Dictionary** — identifies errors.

2. **List** — enables you to look up any word in the electronic dictionary.

3. **Automatic Correction** — corrects instantly with Correct Key, WordEraser® Key and Typeover.

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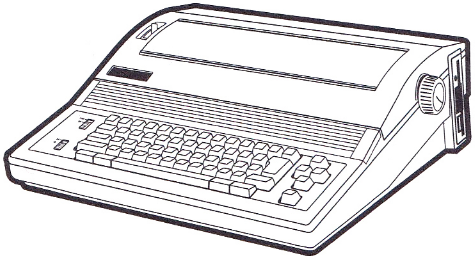
Setting Up

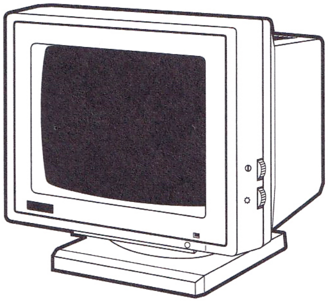
Setting Up

Introducing the PWP System

Once you have unpacked your new PWP, you will find the following components:

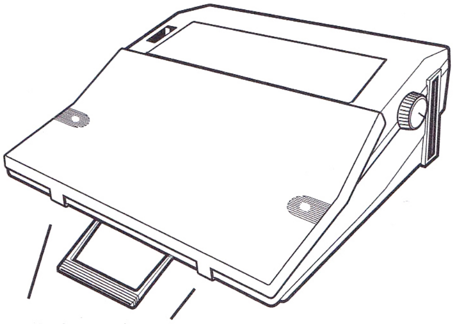


The PWP unit and Literature kit



The PWP monitor and stand

Remove the Keyboard Cover as shown below.



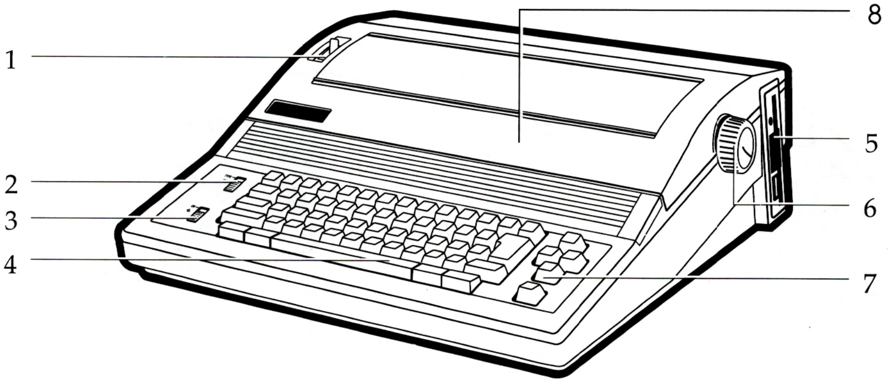
Lift from here

To replace this cover, place it securely on the Keyboard (front then back).

NOTE: A handle lifts up from underneath the unit.

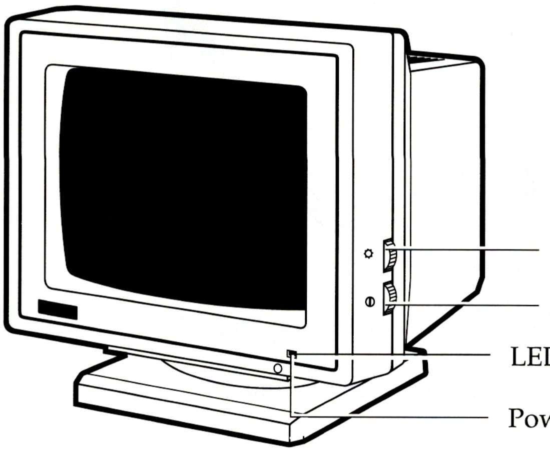
PWP Feature Diagram — Front

Take a few moments to familarize yourself with the following components:



1. Paper Release Lever
2. Mode Selector Switch
3. Power Switch
4. Keyboard
5. Disk Drive
6. Platen Knob
7. Cursor Keys
8. Lid

NOTE: You can store a correcting tape and a ribbon cassette —OR— several printwheels in the compartment located behind the carrier area under the Lid. If storing printwheels, make sure they are stored in their original holder.



Note: Your monitor may look different and the Controls may be in a different location.

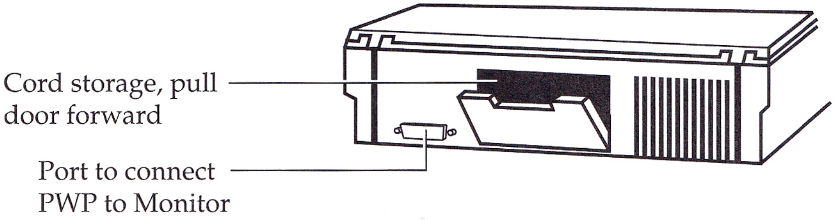
☼ Brightness Control

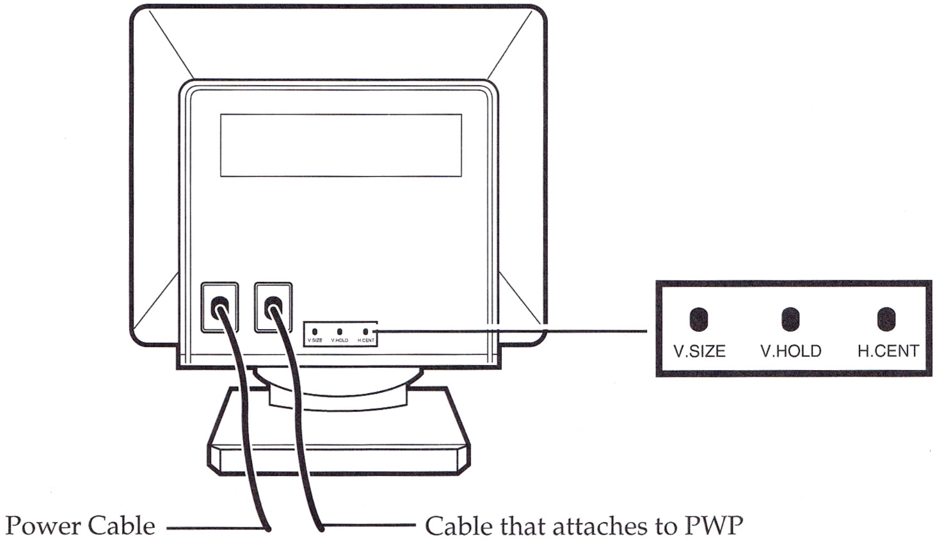
◐ Contrast Control

LED

Power Switch

PWP Feature Diagram — Back


Cord storage, pull door forward
Port to connect PWP to Monitor

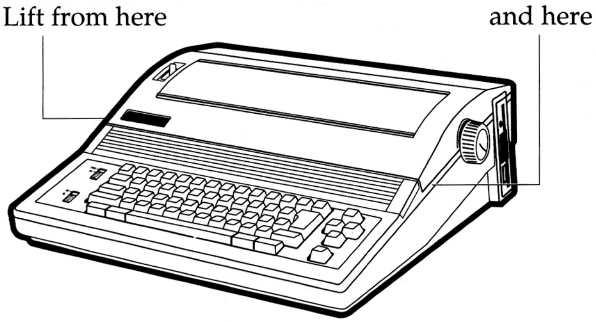

V.SIZE
V.HOLD
H.CENT
Power Cable
Cable that attaches to PWP

Note: Your monitor may look different.

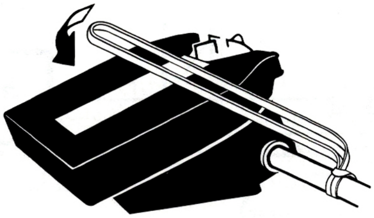
Setting Up and Using the PWP System

- **Do not turn the power on until** you remove packing inside the Carrier area.

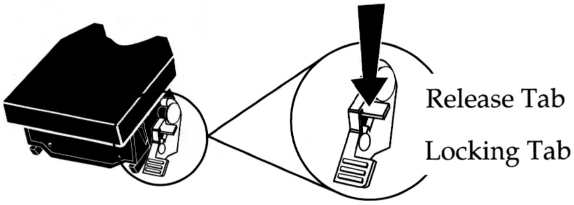
1. Lift PWP Lid.


Lift from here
and here

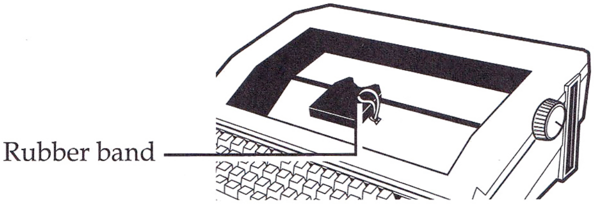
2. Release the rubber band from the left side of the Carrier.



3. Disengage the Carrier Lock located on the right side of the carrier by pushing down on the rear tab.


Release Tab
Locking Tab

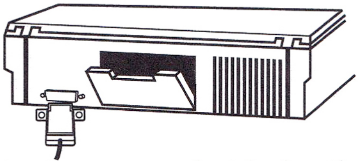
4. Move the Carrier to the left end of the machine for the removal of the rubber band.



5. Close the PWP Lid securely or the PWP will not function properly. You will hear it snap into place. If the Lid is not closed properly, the message: LID OPEN will appear on the monitor screen when the power is turned on.

NOTE: To secure the Carrier when you transport your unit, see page 10-9.

- **Remove the cardboard insert** in the Disk Drive by pushing the release button onthe front of the Disk Drive. Save this insert and reinsert it whenever youtransport your PWP.
- Open the door on the back of the system and unwind the electrical cord then close the door.
- Connect the cord to a proper electrical outlet. (Use the correct electrical current, see page 10-8).
- **Connect the cable** between the monitor and PWP unit. Tighten the screws to securely attach the cable to the PWP. If connection is not complete, the prompt: Printer Off Line will be displayed and 3 beeps will be heard when printing is attempted.



- **Connect the Monitor to a proper electrical outlet.**
- Turn the PWP on. The ⏻ symbol indicates the unit is in Standby mode. This means your Keyboard is inactive until you select ON. Turn your Keyboard ON by sliding the Power Switch up to the ON (I) position. (Switch is located to the left of the Keyboard.) The Carrier moves to the left margin.
- Turn the Monitor on. The power switch is located on the lower right front corner.

- Position the screen to its best viewing position when set up.

  If text appears to flicker on screen, reposition the monitor until the flickering stops.

- Adjust the screen contrast ◐ and/or brightness ☼ controls if desired. These controls are located on the lower right side panel. (With the brightness control at its brightest level, you will not be able to see bold characters.)

- You can adjust the volume of the beeps from your system by pressing **Code + V Key**. The beeps have originally been set to a medium volume and revert back to a medium volume level when you turn the PWP off.

- *Select Mode:*

  The system is designed as a full function word processor. You can also easily convert it into a fully functioning typewriter. To select ***Type Mode*** or ***Word Processing Mode***, move the **Mode Selector Switch**, located to the left of the Keyboard.

  Further information on these modes is contained in future chapters.

- *Type Your Text:*

  If you are in Type Mode, be sure to insert a sheet of paper (see Automatically Insert Paper, page 1-7). As you type, the Spell-Right electronic dictionary will beep if you make an error or type a word not in the dictionary (see page 7-2). You will learn how to make corrections in later chapters. You can turn the dictionary off if desired. See page 7-3.

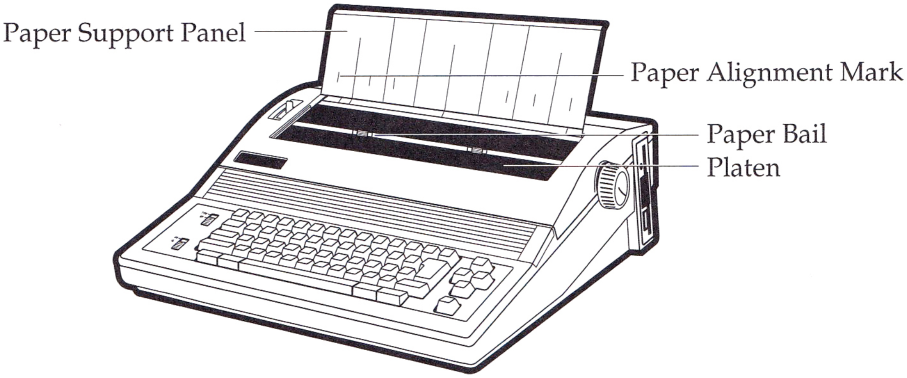
  Eject paper by pulling the Paper Release Lever forward and lifting the paper out or use the automatic paper eject feature, page 1-7.

- *When Typing is Completed:*

  Move the Power Switch (located to the left of the Keyboard,) to Standby ⏻ and turn the monitor off. It is suggested that you unplug the system if it will not be used for an extended period of time.

Inserting Paper

1. Lift Paper Support Panel.



2. Insert the paper securely behind the Platen.
3. Push the Paper Release Lever back to release the Paper Bail from the platen.
4. Press ***Code + Left Shift/Paper in Key***. Your paper automatically advances and stops at the current top margin setting. (The top margin is set at 1" from the top of the paper when the PWP is turned on. This setting can be changed, see page 3-9.) When in Type Mode you may advance the paper further by using the ***Return Key***.
5. Return the Paper Bail to its normal position making sure the paper is behind the Paper Bail.

   To center or straighten the paper, pull the Paper Release Lever forward.

   NOTE: Your PWP easily handles 12.75" wide paper and a 10" printing line. Standard bond paper stock is recommended for best quality. Copier paper, erasable bonds and very heavy textured bond papers do not print well. If typing stencils, use those specifically designed for daisywheel printers.

Ejecting Paper

Eject paper by pulling the Paper Release Lever forward and lifting the paper out.
—OR—
Depress ***Code + Right Shift/Paper Out Key***. Paper begins ejecting immediately.

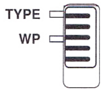
NOTE: The Platen may rotate a few seconds after ejecting paper if End of Page Warning is not set.

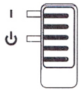
Basics

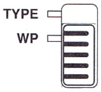
Basics

Mode Basics

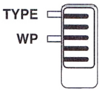
The PWP can be used as an electronic typewriter or as a word processor. To select TYPE MODE or WORD PROCESSING MODE, move the Mode Selector Switch.







WP Mode — Characters appear on the display as you type and are simultaneously entered into the internal memory so that text can be reviewed and edited before printing. The text can be stored to diskette if you wish to save it for future use.

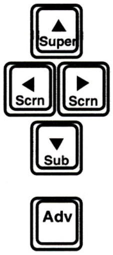


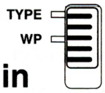
Type Mode — Typed characters immediately appear on paper. A Typing Scale, Settings and Status appear on the display.

Error Message

When the word ERROR flashes on the Display, the PWP has received an incorrect command. Refer to the appropriate section in this manual for instructions.

Keyboard Basics





Using the Cursor Keys in TYPE MODE

Forward and Back

The cursor can be moved by depressing the Cursor Keys shown at the left.

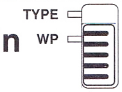
◀ Scrn	Moves the Cursor to the Left.
▶ Scrn	Moves the Cursor to the Right.

Index/Reverse Index

▲ Super	Moves the typing position up in increments *equal* to the line space setting.
▼ Sub	Moves the typing position down in increments *equal* to the line space setting.

These are repeating keys. If they are held down, the paper will continue to move up or down.

Using the Cursor Keys in WP MODE



Cursor Moves

▲ Super	Moves the Cursor Up.
▼ Sub	Moves the Cursor Down.
◀ Scrn	Moves the Cursor to the Left.
▶ Scrn	Moves the Cursor to the Right.

Quick Cursor Moves

In Word Processing Mode, Adv quickly advances the Cursor in a direction when depressed before one of the directional keys.
For example:

Adv	▲ Super	Moves the Cursor to the beginning of text.
Adv	▼ Scrn	Moves the Cursor to the end of text.
Adv	◀ Scrn	Moves the Cursor to the left end of current line.
Adv	▶ Scrn	Moves the Cursor to the right end of current line.
Code +	◀ Scrn	Displays the prior screen.
Code +	▶ Scrn	Displays the next screen.
Shift +	▶ Scrn	Moves the Cursor one word to the right.
Shift +	◀ Scrn	Moves the Cursor one word to the left.

You will learn more about using the Cursor Keys as you learn how to use the PWP.

Keyboard II

To turn on:

Code + K KB II

To turn off:

Code + K KB II

Using the Keyboard

Keyboard II: International Characters and Special Symbols

You can access the international characters and other symbols that appear on the top right of the number keys.

1. Depress **Code + (KBII) K Key**. A beep is heard.

   In TYPE MODE the Keyboard Status Setting changes to **II**.

   In WP MODE the Status Line prompts: **KB II**
2. Depress **Shift + desired Keyboard II Key**.
3. Depress **Code + (KBII) K Key** to deactivate Keyboard II.

When typing characters which have KB II symbols above them (for example, ^,~,\`) type the KB II symbol first.

In TYPE MODE the Carrier remains in place so you can type the letter below the symbol.

Shift Keys

Depress while typing an alpha key to type upper case letters or to type the characters located on the top of certain keys, such as $, %.

NOTE: When Keyboard II is activated, shift keys access the characters and symbols on the top right of the number keys.

Lock Key and Indicator Light

Depress the **Lock Key** to type <u>continuously</u> in upper case letters and access the characters located on the top of certain keys. When the Shift Lock Indicator Light is on you are inthe upper case mode. The light goes out when you depress the **Lock Key** or a **Shift Key.**

Caps Lock

Caps Lock places the keyboard in a special mode that enables the typing of numbers and capital letters without accessing the other keys.

Depress **Code + Lock Key** to activate. A beep is heard.

TYPE MODE — Status setting changes to **On** and the light goes on.

WP MODE — Status Line prompts: **Caps Lock ON**

NOTE: If the Shift Key is depressed, lower case characters and other punctuation symbols on the top of the keys can be accessed, e.g., 1/4, ?, @.

Depress **Code + Caps Lock Key** to deactivate the feature. No beep is heard and the light goes out.

TYPE MODE — Status setting changes to **Off**.

WP MODE — Status Line prompts: **Caps Lock Off**

Repeat Action

All Keys will automatically repeat if held down, except some KBII Keys.

Typing Sub/Superscripts

1. Depress **Code +▼ Key** for Subscript or **Code + ▲ Key** for Superscript.

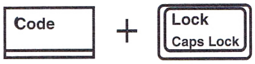
   TYPE MODE — Typing position moves down or up 1/4 line.

   WP MODE — The symbol ↓ or ↑ appears in the display.
2. Type the subscript or superscript characters.
3. Depress **Code + ▲ Key** or **Code +▼ Key** to return to your original line.

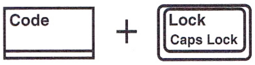
   TYPE MODE —Typing position moves back to original typing line.

Caps Lock

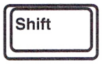
To activate:



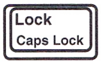
To deactivate:



—OR—

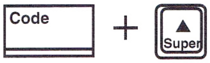


—OR—



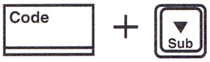
Typing Superscripts and Subscripts:

1.



for Superscript,

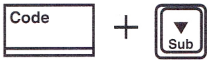
—OR—



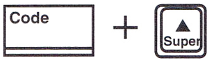
for Subscript.

2. Type text.

3. To deactivate,



—OR—



WP MODE — The symbol ↓ or ↑ appears on the display. Upon printout, the paper moves in the appropriate direction.

NOTE: In type modes the **Code + ▼** or **▲ Key** can only be depressed once before typing a character or returning to your original line. If you enter several ↑ or ↓ arrows in WP Mode, those arrows will only allow one superscript or subscript action.

Platen Knob/Variable Line Spacer

In Type Mode, you can move your typing line up or down by rotating the Platen Knob in the appropriate direction. (You should not use this feature if you are using the End of Page option, see page 3-10), or to move off-line for Off Line Correction (see page 3-18).

To proceed to use your PWP as a TYPEWRITER, turn to pages 3-1.

As a WORD PROCESSOR, turn to page 4-1.

Getting Help

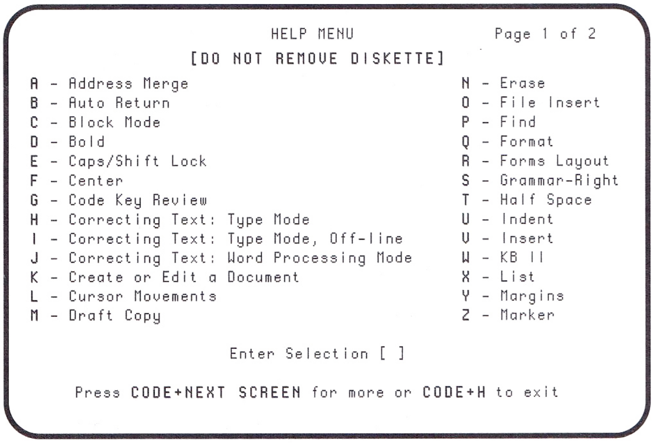
The PWP offers a speedy Help Guide.

Browsing & Printing Help Screens

1. Insert the Help Diskette into the disk drive.
2. In Type Mode, press **Code + Help (H) Key.**

   In WP Mode, press **Code + Menu Key** to return to the Main Menu, if necessary then press **Code + Help (H) Key.**

The Help Menu is displayed.



```
                      HELP MENU                  Page 1 of 2
                 [DO NOT REMOVE DISKETTE]
A - Address Merge                              N - Erase
B - Auto Return                                O - File Insert
C - Block Mode                                 P - Find
D - Bold                                       Q - Format
E - Caps/Shift Lock                            R - Forms Layout
F - Center                                     S - Grammar-Right
G - Code Key Review                            T - Half Space
H - Correcting Text: Type Mode                 U - Indent
I - Correcting Text: Type Mode, Off-line       V - Insert
J - Correcting Text: Word Processing Mode      W - KB II
K - Create or Edit a Document                  X - List
L - Cursor Movements                           Y - Margins
M - Draft Copy                                 Z - Marker

                   Enter Selection [ ]

    Press CODE+NEXT SCREEN for more or CODE+H to exit
```

3. Select the topic you wish to read about. For example, press **A Key** to select Address Merge. The Address Merge information will be displayed.
4. Press **Code + P Key** to print the screen, display will indicate if screen cannot be printed.

   Press **Code + Menu Key** to return to the Help Menu then proceed to view and/or print other topic screens
   —OR—
   Press **Code + Help (H) Key** to cancel help.

Getting Help as You Work

If you need information on how a specific feature works while entering or creating text simply press **Code + Help (H) Key** and the information about that feature is displayed on the screen.

For example, if you are centering text and wish to read the centering Help Screen, simply press the **Code + Help (H) Key**. When you are finished browsing through the screen, return to the prior screen by depressing the **Code + Help Key** again.

Using an On-Disk Tutorial

A tutorial disk is included with your PWP System. This Tutorial is a quick and informative way to learn more about the PWP.

Using The Tutorial

1. Insert the Tutorial Disk into the disk drive.
2. Select **WP Mode**. The Main Menu is displayed on the screen.
3. Press **8 Key** to recall a document.

   If a document exists in memory you have to save it to disk or erase it before proceeding. See pages 4-79.
4. Press the **▼ Key** to move the cursor to the word "TUTORIAL."
5. Press the **Return Key** to return to the Main Menu.
6. Press the **1 Key** to view the tutorial.
7. Press the **1 Key** again, you're on your way to perfecting Word Processing. Simply read the screen and follow the instructions.

Typewriter Mode

Using Typewriter Mode

Getting Started in Type Mode

How to Start Typing:

In Type Mode, typed characters immediately appear on paper. A Typing Scale and Feature Status appears on the display.

Turn the Power Switch ON:

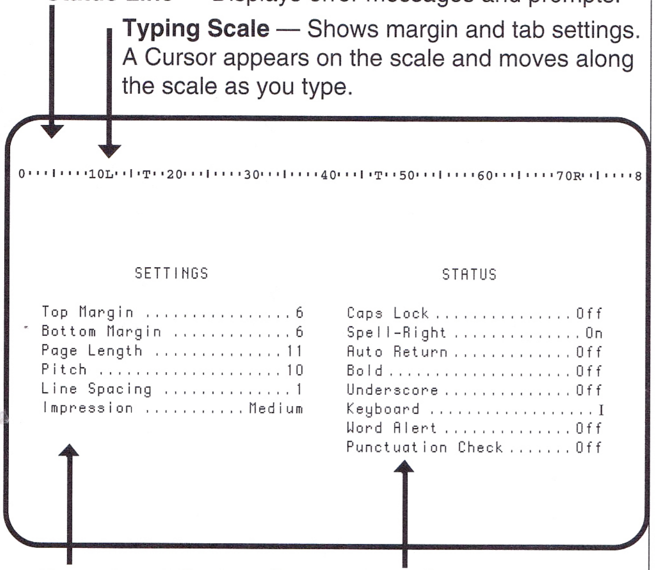
The carrier moves to the left margin and the Smith Corona logo appears on the screen.

Select Type Mode:

Move the Mode Select Switch to TYPE. The following menu appears on the Display.

Status Line — Displays error messages and prompts.

Typing Scale — Shows margin and tab settings. A Cursor appears on the scale and moves along the scale as you type.



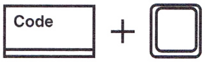
```
0'''|''''10L''|'T''20'''|''''30'''|''''40'''|'T''50'''|''''60'''|''''70R''|''''8


           SETTINGS                                  STATUS

   Top Margin ................6             Caps Lock ..............Off
   Bottom Margin .............6             Spell-Right ............On
   Page Length ..............11             Auto Return ............Off
   Pitch ....................10             Bold ...................Off
   Line Spacing ..............1             Underscore .............Off
   Impression ..........Medium              Keyboard ...............I
                                            Word Alert .............Off
                                            Punctuation Check ......Off
```

Format and Feature Status shows format settings and Enhanced Feature Status.

Automatically Insert Paper, see pages 1-7

Type Text:

As you type, the Spell-Right electronic dictionary will beep (when activated) if you type an error or type a word not in the dictionary (see page 7-2). You will learn how to correct mistakes on page 3-15.

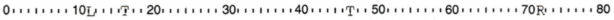


Throughout this manual, when instructions ask you to depress the **Code + another Key**, you should *depress and hold* down the **Code Key** while depressing the second key.

Margins and Tabs

Margins

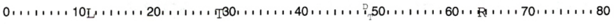
Using Preset Margins:



Each time you turn on your PWP , margins and tabs are pre-set as follows:

10 Pitch (Pica)	12 Pitch (Elite)	15 Pitch (Micro)
Left Margin 12	Left Margin 14	Left Margin 18
Right Margin 72	Right Margin 86	Right Margin 108
Tabs 17, 47	Tabs 20, 56	Tabs 25, 70

Setting Margins in Type Mode:



In the above example, the following changes have been made:

Left Margin 20	Right Margin 65
Regular Tab 30	Decimal Tab 50

1. Move Print Hammer to the desired *Left Margin*. The Cursor also moves along the typing scale.
2. Depress the **Margin Key.** The letter "L" appears on the typing scale at the new location.
3. Set tabs if desired, following page.
4. Move Print Hammer to the desired *Right Margin.*
5. Depress the **Code + Margin Key**. The letter "R" appears on typing scale at the new location.

   A beep confirms each new margin setting.

To signal that you are near the right margin, your PWP will beep 5 spaces before the margin in TYPE MODE.

Setting Margins:

1. 20....

   Move Cursor to Left Margin.
2. **Margin L R**
3. Set tabs if desired.
4. 60...I...70

   Move Cursor to Right Margin
5. **Code** + **Margin L R**

Setting Regular Tabs in Type Mode:

1. Position the Print Hammer to the desired tab location.
2. Depress **Tab S Key**.

   The symbol "T" appears on the typing scale.

   A beep is heard.
3. Repeat steps 1 and 2 to set other Regular Tabs.

   16 tabs may be set. Tabs may be set outside of margins. The tab settings remain until changed again.
4. Depress **Return Key**.

Using Regular Tabs:

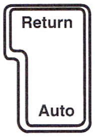
To move to each Regular Tab setting, depress **Tab/C Key**.

(If Auto Return is activated, tabs cannot be set beyond the right margin. Refer to page 3-21, "Auto Return.")

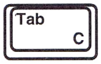
Setting Regular Tabs:

1. ...20

   Move Cursor to Tab Location.
2.

3. 

Using Regular Tabs:

1. 

2. Type text.

Special Tabs

You can easily set three special types of tabs.

Decimal Tab
↓
100.00
55.00
12.00
4.00

Center Tab
↓
Use
Center
Tabs
to
Center
Column
Headings
and
Information

Flush Right Tab
↓
Flush
Right
Tabs
Look
Professional

Setting Decimal, Center and Flush Right Tabs in Type Mode:

1. Position Printer Hammer to desired tab location.
2. To set a *Decimal Tab:*

   Depress the **Code + 8 (Spec Tabs) Key** until a "$^{D}{}_{T}$" appears on the typing scale. A beep is heard.

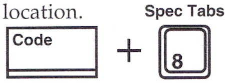
   To set a *Tab Center:*

   Depress **Code + Spec Tabs Key** until a "$^{T}{}_{C}$" appears on the typing scale. A beep is heard.

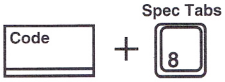
   To set a *Flush Right Tab:*

   Depress **Code + Spec Tabs Key** until a "$^{F}{}_{T}$" appears on the typing scale. A beep is heard.
3. Repeat steps 1 and 3 to set other tabs.
4. Depress **Return Key** to return to Left Margin.

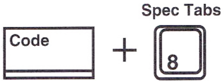
Setting Special Tabs:

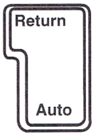
1. Move Cursor to tab location.
2. 

   for Decimal Tab

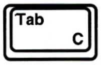
   

   for Center Tab ,

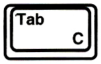
   for Flush Right Tab.
3. 

Using Decimal Tabs:

1. 

2. Type numbers preceding decimal point.
3. Type decimal point.
4. Type remaining numbers.

Using Tab Center and Flush Right Tabs:

1. 

Using Decimal Tabs:

1. While creating text, depress **Tab Key** to move cursor to the Decimal Tab location.

   Status Line prompts: **Decimal Tab @ XX**
2. Type the numbers preceding the decimal point. The numbers appear on the screen. Use the **Correct Key** to correct errors. (To cancel the Decimal Tab, depress **Return Key** to exit.)
3. Type the decimal point. The numbers to the left of the decimal are printed.
4. Type the numbers following the decimal point.

Using Tab Center and Flush Right Tabs:

1. While creating text, depress the **Tab Key** to move the cursor to the tab location.

   Status Line identifies type of tab and location.

   For example:

   Tab Center @ 25

   —OR—

   Flush Right @ 25
2. Type text. Use the **Correct Key** to correct errors. (To cancel and exit Special Tabs depress the **Tab Key**.)
3. Depress the **Return Key** to print.

Changing and Clearing Tabs

Changing Tabs:

All tabs that have been set can be changed to one particular tab.

Change all Tabs to Special Tabs:

1. Position print hammer to left margin.
2. Depress **Code + 8 (Spec Tabs)** until all tabs on the typing scale change to the tab desired.

Change all Special Tabs to Regular Tabs:

1. Position print hammer at left margin.
2. Depress **Tab S Key**.

   All Special Tabs are changed to Regular Tabs.

Clearing Tabs:

To Remove One Tab Setting:

1. Position the cursor to that tab location by depressing the **Tab Key.**
2. Depress **Code + Tab (C) Key.** Release immediately.

   The Tab Symbol disappears from the scale. One beep is heard.

To Clear All Tab Settings Quickly:

Depress **Code + Tab (C) Key** until 2 beeps are heard. If you are positioned at a tab stop you will hear 3 beeps.

All tab symbols disappear from the scale. Display prompts: **All Tabs Clear**

Changing All Tabs to One Special Tab:

1. Return to left margin.
2. Code + Spec Tabs 8

   until desired tab is set.

Changing All Tabs to Regular Tabs:

1. Cursor to left margin.
2. Tab S

Clear a Tab:

1. Tab C

   Move Cursor.
2. Code + Tab C

   Release Immediately.

Clear All Tabs Quickly:

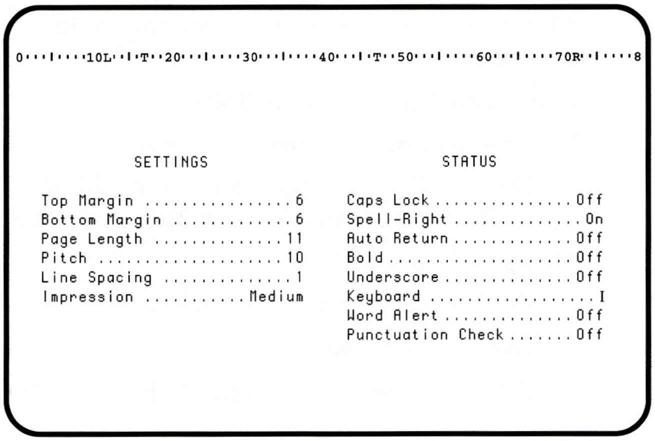
1. Tab C

   Move Cursor.
2. Code + Tab C

   Release Immediately.

Type Format Settings

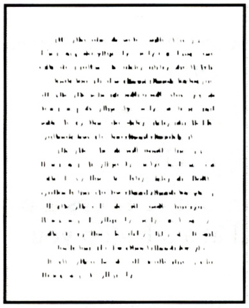
When you turn on your PWP the following preset format is activated.



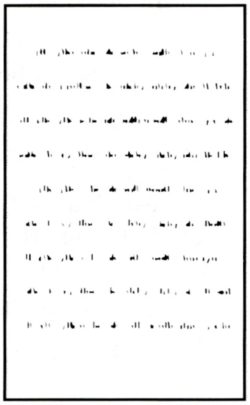
```
0···|····10L··|·T··20···|····30···|····40···|·T··50···|····60···|····70R··|····8



             SETTINGS                                  STATUS

     Top Margin ................6          Caps Lock ...............Off
     Bottom Margin .............6          Spell-Right ..............On
     Page Length ..............11          Auto Return .............Off
     Pitch ....................10          Bold ....................Off
     Line Spacing ..............1          Underscore ..............Off
     Impression ...........Medium          Keyboard ..................I
                                           Word Alert ..............Off
                                           Punctuation Check .......Off
```

These settings can easily be changed. For example: You can type a series of legal sized pages (14" paper length) with double spaced lines, centered vertically in 10, 12 or 15 Pitch.

Standard 8 1/2"x11" Page



8 1/2" X 14" Sheet of paper



Top Margin

Changing the Top Margin:

The Top Margin indicates the number of lines that will be advanced during Automatic Paper Insert. The Top Margin is preset for 6 lines (1") and can easily be changed.

1. Depress **Code + Change Format (7) Key**.
2. Position cursor to Top Margin option.
3. Depress **Spacebar** to increase the number. Depress **BackSpace Key** to decrease the number. Every 1/2 inch increment will be displayed.

   For example: Top Margin

   6 lines = 1"

   9 lines = 1 1/2"

   12 lines = 2"
4. Depress **Return Key** to enter your selection and to exit Change Format.
   —OR—
   Position Cursor to another option.

   You can cancel your selections, as long as you have not depressed the **Return Key**, by depressing **Code + Change Format (7) Key.**

Bottom Margin

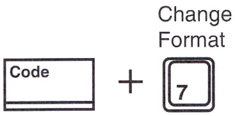
The Bottom Margin sets the number of blank lines that you want to appear at the end of your paper. It is preset to 6 lines (1"). We do not recommend setting the Bottom Margin less than six lines.

Changing the Bottom Margin:

Repeat the instructions for "Changing the Top Margin" above.

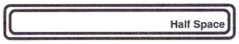
Change Margins:

1.

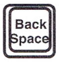


2. Position Cursor to Top or Bottom Margin.

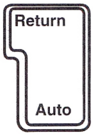
3.



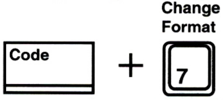
—OR—



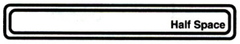
4.

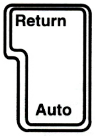


Setting Page Length:

1.


2. Position Cursor to Page Length Option.

3.


4.


Page Length

Setting the End of Page Warning:

When the End of Page Warning is activated, your PWP begins to count the lines as soon as you automatically insert your paper. The Status Line shows the Page Length as 11", 14", A4 or Off. The unit beeps three times when it reaches the End of Page as determined by the Bottom Margin setting and Page Length. **End of Page** flashes on the Status line. To adjust typing position, use the **Return Key** or the **▼/▲ Keys.** Do not use the Platen Knob to adjust the typing position. If you do, the line counting will be inaccurate.

1. Depress **Code + Change Format (7) Key**.
2. Position Cursor to Page Length option.
3. Depress the **Spacebar** to select the End of Page warning desired.
4. Depress **Return Key** to enter your selection and to exit Change Format
   —OR—
   Position Cursor to another option.

   You can cancel your selections, as long as you have not depressed the **Return Key** by depressing **Code + Change Format (7) Key.**

Pitch

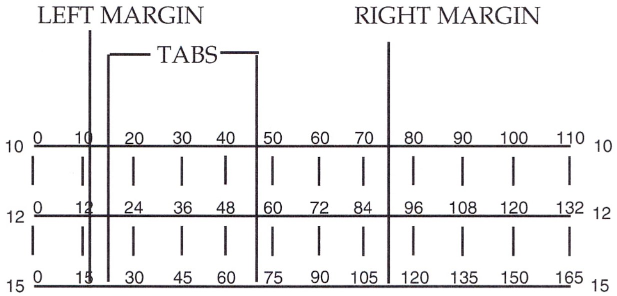
Your PWP has been designed with triple pitch capabilities: 10 characters per inch (Pica), 12 characters per inch (Elite) and 15 characters per inch (Micro). When you use preset margins, the number of characters per inch vary depending on Pitch, Margins and Tabs.

10 Pitch (Pica):
Left Margin - 12 Right Margin - 72 Tab - 17, 47

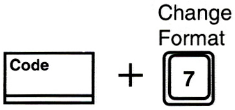
12 Pitch (Elite):
Left Margin - 14 Right Margin - 86 Tab - 20, 56

15 Pitch (Micro):
Left Margin - 18 Right Margin - 108 Tab - 25, 70

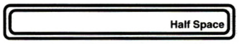
Use the scale below for comparable positions:


LEFT MARGIN
RIGHT MARGIN
TABS
10 0 10 20 30 40 50 60 70 80 90 100 110 10
12 0 12 24 36 48 60 72 84 96 108 120 132 12
15 0 15 30 45 60 75 90 105 120 135 150 165 15

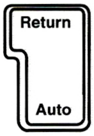
Selecting Pitch:

1. 

2. Position cursor to Pitch option.

3. 

to select Pitch.

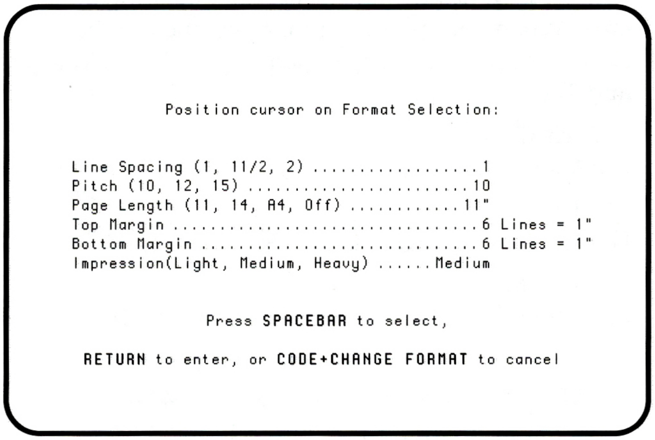
4. 

5. Change Printwheel.

Selecting Pitch:

1. Depress **Code + Change Format (7) Key.**

   The Typewriter Change Format Menu appears on the Display.



```
              Position cursor on Format Selection:


Line Spacing (1, 11/2, 2) .................. 1
Pitch (10, 12, 15) ......................... 10
Page Length (11, 14, A4, Off) ............ 11"
Top Margin .................................. 6 Lines = 1"
Bottom Margin ............................... 6 Lines = 1"
Impression(Light, Medium, Heavy) ...... Medium


                   Press SPACEBAR to select,

 RETURN to enter, or CODE+CHANGE FORMAT to cancel
```

2. Position cursor to **Pitch** option.
3. Depress **Spacebar** to change selection.
4. Depress **Return Key** to enter your selection and to exit Change Format
   —OR—
   Position Cursor to another option.

   You can cancel your selections, as long as you have not depressed the **Return Key**, by depressing **Code + Change Format (7) Key.**
5. Change Printwheel, if necessary, or if another typestyle is desired. (To change Printwheel, refer to page 10-5).

   NOTE: Correction Memory is erased when you change pitch.

CHANGING TYPESTYLES & PITCH:

You can enhance your printed materials by changing your typestyles and pitch. In the example below, the main report is typed in 10 Pitch Courier but the references are in 12 Pitch Courier Italic.

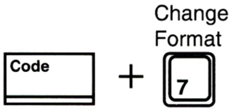
> **In summary, those fields of employment will offer the greatest career opportunities in the 1990s.** *(See "Future Work Place", by Smith & Jones.)* **This only confirms my hypothesis that...**

To type the example above:

1. Insert a 10 Pitch Courier Printwheel.
2. Type: `In summary, those fields of employment will offer the greatest career opportunities in the 1990s.`
3. Insert the 12 Pitch Courier Italic Printwheel.
4. Activate Change Format feature and change pitch selection to 12.
5. Type: *`(See "Future Work Place", by Smith & Jones.)`*
6. Change back to the 10 Pitch Courier Printwheel and change pitch selection to 10.
7. Type: `This only confirms my hypothesis that...`

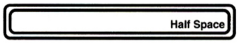
Selecting Line Spacing:

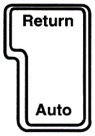
1.



2. Position Cursor to Line Spacing.

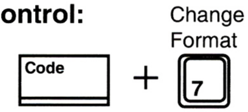
3.





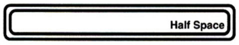
Selecting Impression Control:

1.

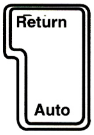


2. Position Cursor to Impression Control.

3.



4.



Line Spacing

Selecting Line Spacing:

You can select single line spacing, 1 1/2 line spacing or double line spacing.

1. Depress **Code + Change Format (7) Key** (if not already in Change Format).
2. Position Cursor to Line Spacing option.
3. Depress **Spacebar** to change selection.
4. Depress **Return Key** to enter your selection and to exit Change Format
   —OR—
   Position Cursor to another option.

   You can cancel your selection, as long as you have not depressed the **Return Key**, by depressing **Code + Change Format (7) Key.**

Impression Control

Selecting Impression Control:

Impression Control is the force used by the print mechanism to strike the typing paper. You can select light, medium or heavy impression control. It is recommended that if you are typing carbons, select heavy impression. For normal typing use medium impression.

1. Depress **Code + Change Format (7) Key,** if not already in Change Format.
2. Position Cursor to Impression option.
3. Repeat steps 3 and 4, "Selecting Line Spacing."

Making Corrections in Type Mode

The PWP can automatically correct all characters in a three line memory buffer. You can easily correct characters no longer in correction memory with an extra step.

NOTE: You erase correction memory when you turn off the PWP, use the Automatic Paper Insert feature, switch modes or change Pitch.

How to Correct Errors

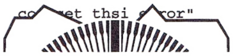
Correct Key/Relocate:

1. Depress the **Correct Key** to delete an incorrect character
   —OR—
   Position the Print Hammer to the incorrect character then depress the **Correct Key.** Hold down to continue erasing.

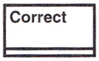
   Do not use the Platen Knob to position the Print Hammer.
2. Type the correction.
3. Depress the **Adv** then ▼ **Key** to quickly return to the end of the typed text.

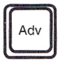
   Character Correction continues to a prior line — After removing the first character on the current line, depress the **Correct Key** again. The Carrier moves up and erases the last character on the prior line.

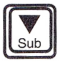
Erasing a Character:

1. 

Position Print Hammer.

2. 

3. 

then 

Erasing a Word:

1. Position Print Hammer.
2. WordEraser
3. Adv then ▼ Sub

WordEraser/Relocate:

This feature allows you to correct entire Word/s within correction memory.

1. Position the Print Hammer to any character in the incorrect word or to the space to the right of the word. If you are correcting more than one word, position the Print Hammer to the right-most incorrect word.

   NOTE: If you depress the **WordEraser Key** while between words, the word to the left of the space will be deleted.

   Do not use the Platen Knob to position the Print Hammer.
2. Depress the **WordEraser Key** once for each incorrect word. The error is erased.
3. Type in the correction.
4. Depress the **Adv** then **▼ Key** to return to your previous typing position, if necessary.

Word correction continues to a prior line — After removing the first word on the line, depress **WordEraser Key** again. The Carrier moves up to and erases the last word on the prior line.

How to Stop WordEraser:

Depress **Code + S (Stop) Key**. Erasing stops immediately.

LineEraser/Relocate:

You can easily remove an entire line of text located within correction memory by using the LineEraser feature

1. Position Print Hammer to the line within correction memory to be erased, if necessary.

   Do not use the Platen Knob to position the Print Hammer.
2. Depress **Code + WordEraser/LineEraser Key**, the entire line is deleted and the Carrier rests at the left margin.
3. Enter new text
   —OR—
   Depress **Adv** then **▼ Key** to return to previous typing position, if necessary. To erase more than one line repeat steps 1 and 2 for each line.

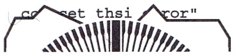
How to Stop LineEraser:

Depress **Code + S (Stop) Key.** Erasing will stop immediately. Print Hammer remains at the last character corrected.

> **Important**
>
> If you changed Printwheels, be sure to insert the proper Printwheel before making corrections.

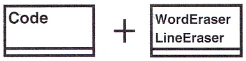
Using LineEraser:

1. Erase this line:

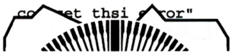


Position Print Hammer.

2.



Manual Correction:

1. 

Position Print Hammer.

2. **Code** + **Correct**
3. Retype error.
4. Type correction.
5. **Adv** then **▼ Sub**

Manual Off-Line Corrections/Relocate:

You can correct errors not in the correction memory.

1. Position the Print Hammer to the incorrect character.

   Do not use the Platen Knob to position the Print Hammer.
2. Depress **Code + Correct Key.**

   Display prompts: **Manual Correct**. Release both keys.
3. Retype the incorrect character to erase the error.
4. Type the correct character.
5. Depress the **Adv** then **▼ Key** to quickly return to your previous typing position.

Half Space/Relocate

The Half Space feature is used when making corrections where you left out a character or typed in one too many. When Half Space is activated, the typing position moves a half space to the right.

`iiiiiii` regular type
` iiiiiii` half spaced type

Correcting an Error — Adding Another Character:

1. Erase the incorrect word.
2. Back space one additional space beyond the first character of the word erased.

   `I hear it`

3. Depress **Code + Spacebar**. (The Print Hammer advances a half space.)
4. Type in the correct word.

   `I↑heard it`

5. Relocate to the previous typing position
   —OR—
   Deactivate Half Space by depressing **Code + Spacebar** or **Adv** then **▼ Key.**

Correcting an Error — Removing a Character:

1. Erase the incorrect word.

   `I↑hadd it.`

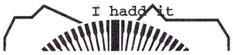
2. Depress **Code + Spacebar**. The Print Hammer advances a half space.
3. Type in the correct word.

   `I had it.`

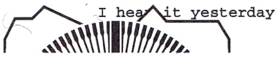
4. Relocate to the previous typing position
   —OR—
   Deactivate Half Space by depressing **Code + Spacebar** or **Adv** then **▼ Key.**

Half Spacing:

1. Erase incorrect word.



(To add a character position Print Hammer one space to the left of word erased.)



2. Code + Half Space
3. Type correction.
4. Code + Half Space

To deactivate Half Space
—OR—
Relocate:

Adv then ▼ Sub

Exercises — Correction

Using the Correct Key.

1. Type: `The Frrday staff meeting has been changed.`
2. Position Print Hammer to the incorrect character in `Frrday.`
3. Change `"r"` to `"i"` using **Correct Key**.
4. Depress **Adv** then ▼ **Key**.

Using the WordEraser Key.

1. Type: `Corrcet thsi error`
2. Position Print Hammer to any character in `thsi.`
3. Depress **WordEraser Key** twice.
4. Type: `Correct this`
5. Depress **Adv** then ▼ **Key**.

Using LineEraser.

1. Type: `The meeting was changed.`

   `The Friday staff meeting has been changed to Monday.`
2. Move Carrier to first line by using ▲ **Key.**
3. Depress **Code + WordEraser/LineEraser Key** to delete the first line.

Correcting Outside Memory.

1. Type:

```
Shppping List
a dozen pens
1 gross pencils
5 pads of paper
```

2. Position Print Hammer to the first `"p"` in `Shppping.`
3. Depress **Code + Correct Key** and re-type `"p"` to remove character.
4. Type `"o"`
5. Depress **Adv** then ▼ **Key**.

Enhanced Features in Type Mode

You can use an Auto Return Feature to automatically return at the end of each line, automatically indent paragraphs and easily center, bold and underscore text.

Bold Print

This feature is used for highlighting text.

Using Bold Print:

1. Depress the **Code + Bold (B) Key**. A beep is heard.

   The bold status setting changes to **On**.
2. Type text.
3. To turn off bold print, depress **Code + Bold Key**. No beep is heard. The bold status setting changes to **Off.**

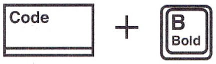
Auto Return

You can program your PWP to automatically return at the end of each line. When a space or hyphen is typed in the "warning zone", which begins five spaces before the right margin, the carrier automatically returns to the next line. For lengthy words falling at the end of the line, simply type a hyphen as you normally would and the carrier will automatically return to the next line.

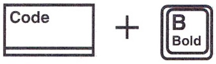
Using Auto Return:

1. Depress the **Code + Auto Return (Return) Key**. A beep is heard. The Auto Return status setting changes to **On**.
2. Type text as usual but do not depress the **Return Key** at the end of the line. Depress it only at the end of short lines or to separate paragraphs.
3. To deactivate Auto Return, depress **Code + Auto Return (Return) Key**. No beep is heard. The Auto Return status setting changes to **Off**.

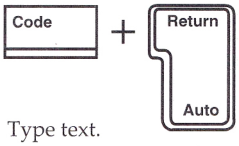
Using Bold Print:

1.


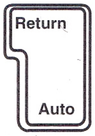
2. Type text.

3.


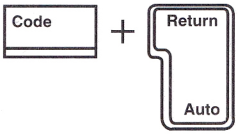
Using Auto Return:

1.


2. Type text.

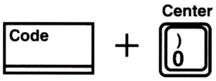


Only after short lines.

3.


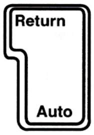
Auto Centering:

1.



2. Type text.

3.



Auto Center

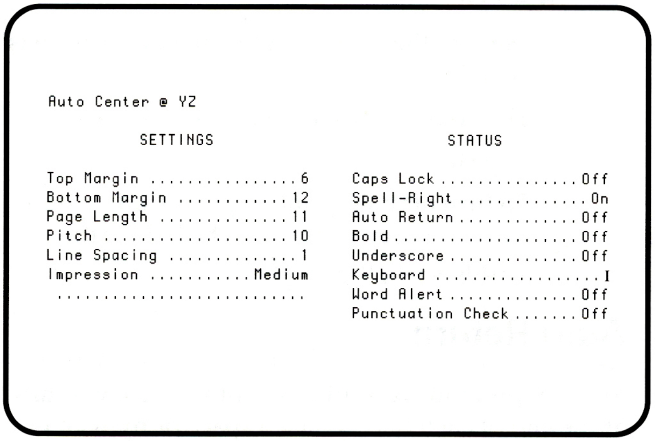
This feature automatically centers text between margins.

Using Auto Center:

1. Depress the **Code + Auto Center (0) Key**. A beep is heard.

   The Status Line prompts: **Auto Center @ XX.**

2. Type the text to be centered. As you type, the text appears on the display.



```
Auto Center @ YZ

         SETTINGS                          STATUS

Top Margin ................6     Caps Lock ..............Off
Bottom Margin ............12     Spell-Right .............On
Page Length ..............11     Auto Return ............Off
Pitch ....................10     Bold ...................Off
Line Spacing ..............1     Underscore .............Off
Impression ..........Medium      Keyboard .................I
 ..........................      Word Alert .............Off
                                 Punctuation Check ......Off
```

If a mistake is made, use the **Correct Key** or **WordEraser Key**
—OR—
Depress **Code + Auto Center Key** to restart centering.

3. Depress **Return Key**. Text prints automatically centered on paper. The **Return Key** terminates the Auto Center Feature.

Auto Underscore

This feature automatically underscores words and spaces or just words.

Using Auto Underscore:

1. Depress **Code** + **Under (-) Key**. A beep is heard. The Auto Underscore status setting changes to **Word.**

   Depress **Code** + **Under Key** again to select Underscore All. The Auto Underscore status setting changes to **ALL**.
2. Type your text.
3. To turn Auto Underscore off depress **Code** + **Under Key** until the Auto Underscore status setting changes to **Off.** No beep is heard.

Manual Underscore

You can also manually go back and underscore text.

1. Position Print Hammer under the first character to be underscored.
2. Depress **Shift** + **Under (-) Key**.

Auto Underscoring:

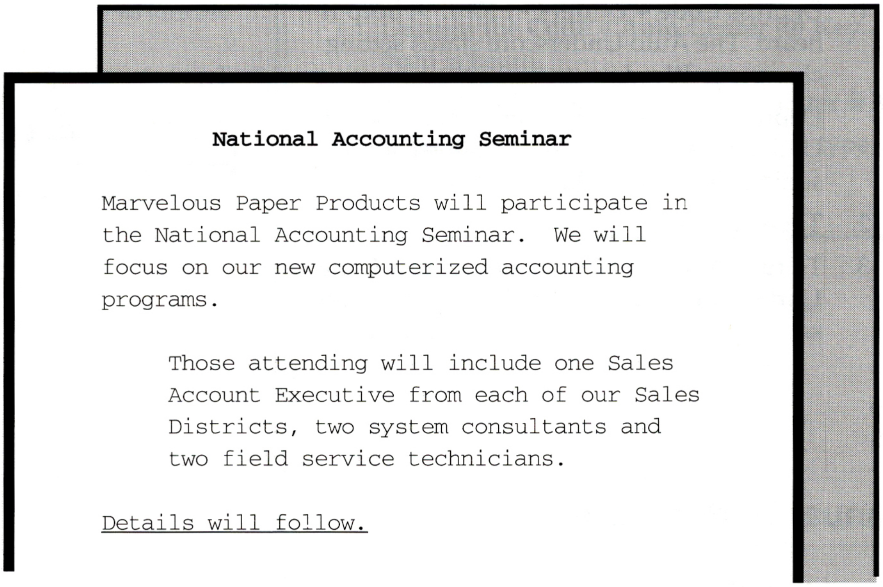
1. Code + Under —
-

   once for word,
   twice for all.
2. Type text.
3. Code + Under —
-

   until status prompts off.

Paragraph Indent

Paragraph Indent allows you to set "temporary left margins" on your PWP. In the example below, the second paragraph automatically indents five spaces.



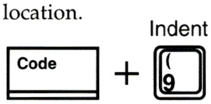
National Accounting Seminar

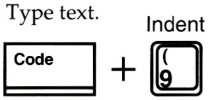
Marvelous Paper Products will participate in the National Accounting Seminar. We will focus on our new computerized accounting programs.

Those attending will include one Sales Account Executive from each of our Sales Districts, two system consultants and two field service technicians.

Details will follow.

Setting Paragraph Indents:

1. Position Cursor to indent location.
2. 

3. Type text.
4. 

Setting Paragraph Indent:

1. Tab or space to desired indent location.
2. Depress **Code + Indent (9) Key**. A beep is heard. Status Line prompts: **Indent ON**

   An "I" appears on the typing scale indicating the indent location.
3. Type the desired text. When Auto Return is active or when the **Return Key** is depressed, the Cursor returns to the indented position.
4. Depress **Code + Indent Key** to return to original margin.The paper advances one line and returns to the original margin. Status Line prompts: **Indent OFF**

   The "I" disappears from the typing scale.

Word Processing Mode

Word Processing Mode Basics

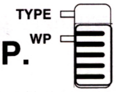
Throughout this manual, when instructions ask you to depress the **Code + another Key** you should **depress and hold** down the **Code Key** while depressing the second key.

Starting Up

Turn Power Switch ON.

The Smith Corona Logo briefly appears on the display. The Main Menu appears on the display.

Move Mode Switch to WP.



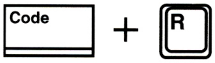
Internal Memory

In WP Mode, as you enter text, characters appear on the display and are placed in a memory area. This memory area holds 55,000 characters (approximately 25 pages of text.)

The information stays in the internal memory until you erase it or turn the PWP power off.

Documents should be saved to a diskette if you wish to use them later. A diskette can store 720K (approximately 700,000 characters.) For diskette information, refer to page 4-75.

To Check Memory:

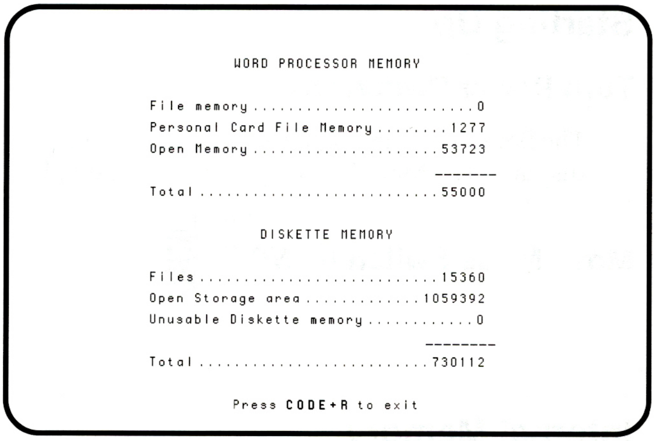


To Check Memory Remaining

This feature will indicate the amount of room left to enter text into the internal memory area and on a diskette if one is inserted into the disk drive.

1. Depress **Code + R Key.**

   Display prompts:



```
          WORD PROCESSOR MEMORY

File memory............................0
Personal Card File Memory...........1277
Open Memory...........................53723
                                  -------
Total..............................55000

             DISKETTE MEMORY

Files..............................15360
Open Storage area.................1059392
Unusable Diskette memory...............0
                                 --------
Total.............................730112

          Press CODE+R to exit
```

2. Depress **Code + R Key** to deactivate.

End of Memory Warning

When there is 1% of memory remaining, the PWP beeps three times. When Memory has no character spaces remaining, the PWP will beep 3 times and briefly prompts: **Not Enough Memory**. Store the document to disk and then resume working on it.

Document Indicators

As you begin to type, the Page and Line Indicators appear at the top of the screen. In the right corner you will find the Line Spacing (LS), Pitch (P), and Memory Remaining Indicators (MR xxx%).

For example:

Page: 1 Line: 3 LS: 2 P:10 MR 95%

indicates your cursor is located on page one and line three of a document, and that double Line Spacing and 10 Pitch are selected. MR 95% shows that 95% of Internal memory is remaining. When the **MEMORY LOW** prompt appears, store your text before continuing. See page 4-2 for more information on the Memory Remaining Feature.

Required Returns

As you enter text into internal memory, the system automatically returns at the end of each line. If a word is too long to fit on the line it will wraparound to the next line. If margins or pitch are later changed, the line endings <u>automatically adjust</u> to the new margin settings when you reformat (see page 4-33). DO NOT depress the **Return Key** at the end of a line unless you **require** a Return at a specific location such as at the end of short lines or to insert blank lines in the text.

On the Display: R↲ — Required Return Symbol

↲ — Symbol for Returns automatically inserted by the PWP.

In the example below, R↲ shows where you entered a Required Return, (depressed **Return Key**) and ↲ shows where the PWP automatically inserts returns as you type, depending on right margin setting.

```
Notice:R↲
R↲
Cordova Institute will once again conduct a series of  ↲
seminars and training sessions specifically designed for a  ↲
small organization such as yours.  R↲
```

NOTE: Required Returns (R↲) can be deleted by correcting with the **Correct Key** (not by Typeover). Required Returns can also be inserted without having to enter insert mode. Line endings with Required Returns will not print right margin justified, see page 4-71.

Permanent Spaces/Auto Return Off

There are times when you may want to enter permanent spaces in text by deactivating Auto Return, for example, to keep a proper name together or keep a column of information intact.

To Enter a Permanent Space:

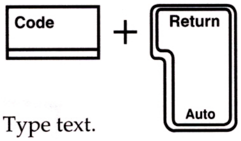
1. Depress **Code + Auto (Return) Key**.

   Status Line prompts: **Auto Return OFF**
2. Type text requiring permanent spaces. The symbol R↲ identifies required returns in your text.
3. Reactivate Auto Return by depressing **Code + Auto (Return) Key**.

   Text typed with Permanent Spaces will always stay together and will not be affected by Reformatting.

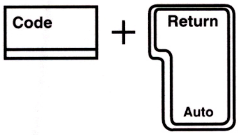
Permanent Spaces (Turning Off Auto Return):

1.



2. Type text.

3.



Paginating Your Text

Important

AUTO PAGINATION

As you type a multi-page document, the PWP views it as one long page until you **Reformat** (or unless you manually insert Required Page Ends). When you **Reformat**, page end symbols (⓿) are inserted throughout the text *according to your format settings* (margins, pitch, line spacing, top and bottom margins and page length). These page end symbols can be erased just like any character.

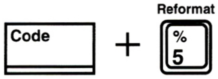
During printout, the PWP pauses at the end of page symbol to allow you to insert a new sheet of paper.

How to Auto Paginate:

With Cursor positioned anywhere in the text, depress **Code + Reformat (5) Key**. The display prompts: **Reformatting**

Text returns to screen with automatic page end symbols (⓿) inserted throughout the text. If you change the format settings or edit the text, you will have to Reformat (Paginate) again so that line and page lengths can be automatically recalculated. You will learn other methods to Reformat your text besides the one described above on page 4-33.

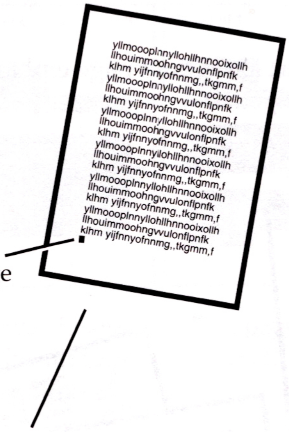
Auto Paginating:

1. Type text.
2. 

NOTE: When the system automatically calculates page endings in a multi-page text it will "look" one line ahead for a Required Return and include that line before inserting an Automatic Page End. In this way, the last line of the paragraph will not be separated.

For example:

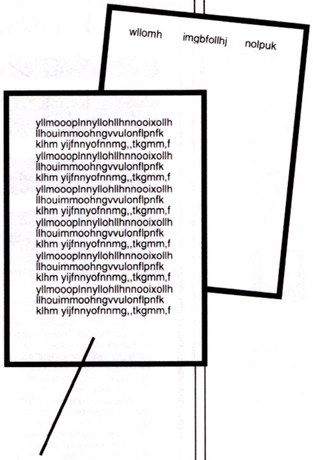
This


yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f

End of Page

Last line stays with paragraph.

Not This


wllomh
imgbfollhj
nolpuk
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f
yllmoooplnnyllohllhnnooixollh
llhouimmoohngvvulonflpnfk
klhm yijfnnyofnnmg,,tkgmm,f

Page has one extra line of text.

Manual Pagination:

Page End

1. Code + $ 4

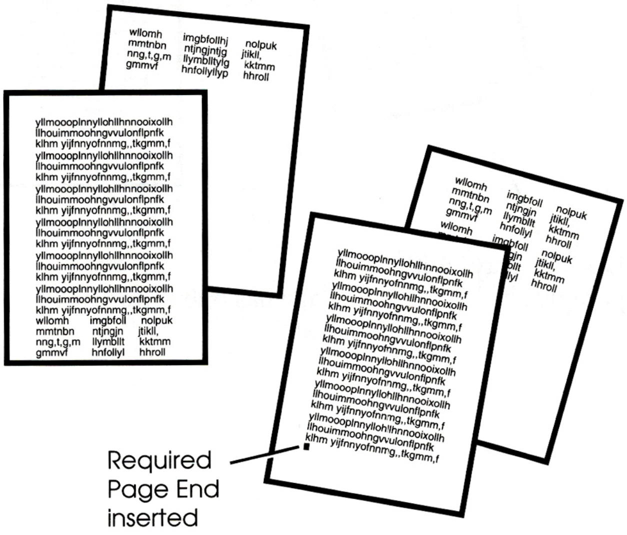
How to Manually Paginate Text:

There are times that you may require a page ending other than that set automatically by the PWP, for example, at the end of a chapter, before and after a chart, or to adjust the location of an automatic page end. These are called Required Page Ends.

1. Depress **Code + Page End (4) Key** to enter the Required Page End symbol (●) into your text. The Page Indicator at the top left of your screen changes accordingly.

   For example:

   You would insert a required page end to keep this chart together.



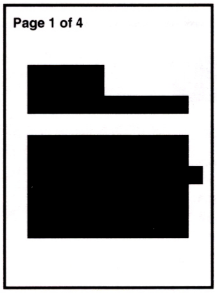
Required Page End inserted

Graphic Page View

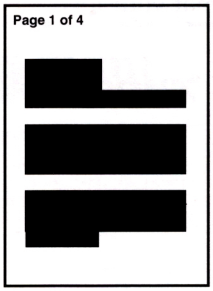
Viewing a Full Page Graphically

This feature shows you a graphic simulation of your text as it will appear printed on paper, one page at a time, and is designed to help you print out perfectly formatted documents.

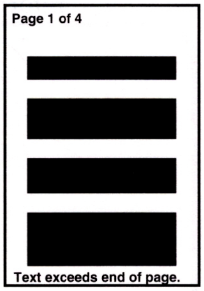
A graphic picture can show you if you need to reformat your text:



Text was inserted in a line and not reformatted



The page is correct.



The document has no page ends.

How to View a Page:

1. Position the cursor anywhere on the page to be viewed and depress **Code + View (X) Key.**
2. Depress ▼ Key to view the next page of the document. Depress ▲ **Key** to view the prior page. Scroll through your text in this manner to view all pages. The page length setting is given to the left of the page view. If 14" or A4 paper is selected, and if text on one page exceeds what is viewed, to view remainder of page depress ▼ or ▲ **Key**. You can depress **Adv + ▲ Key** to display the first page. Depress **Adv + ▼ Key** to display the last page.

Viewing a Page:

1. Code + X View
2. ▼ Sub Next page

   ▲ Super Prior page
3. Code + X View

3. Deactivate Page View by depressing **Code + View (X) Key**. Text of the last page viewed returns to the screen
   —OR—
   Depress **Code + Menu Key** to return to the Main Menu.
4. Reformat or edit the text if required before printing.

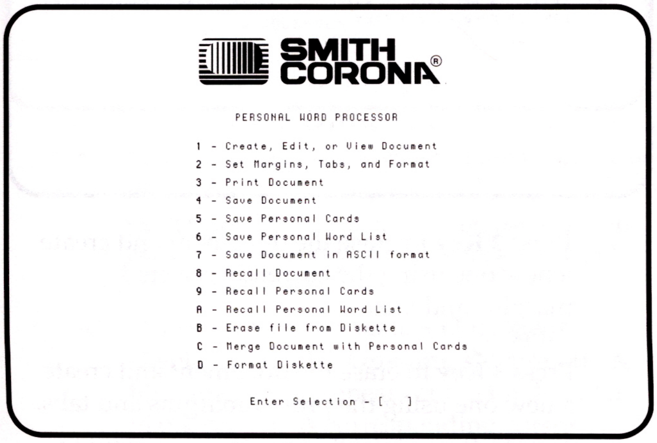
NOTE: When text exceeds the end of page, the Display prompts: **TEXT EXCEEDS END OF PAGE.** Deactivate Page View and reformat your text.

Getting Started in WP Mode

How to Create a New Document

Creating a New Document:

1. While in WP Mode, depress **Code + Menu Key** to display the Main Menu.



SMITH CORONA®

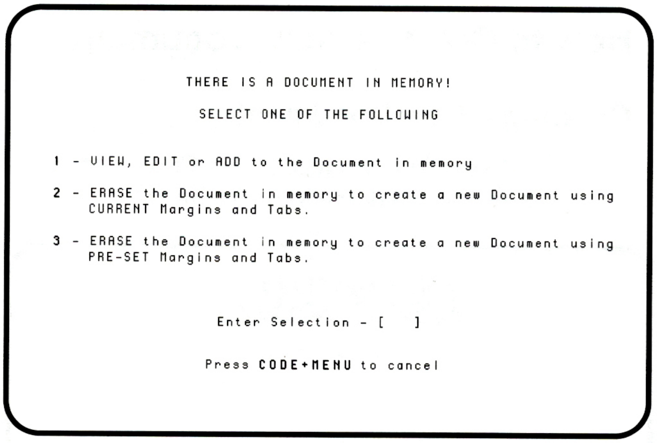
```
PERSONAL WORD PROCESSOR

1 - Create, Edit, or View Document
2 - Set Margins, Tabs, and Format
3 - Print Document
4 - Save Document
5 - Save Personal Cards
6 - Save Personal Word List
7 - Save Document in ASCII format
8 - Recall Document
9 - Recall Personal Cards
A - Recall Personal Word List
B - Erase file from Diskette
C - Merge Document with Personal Cards
D - Format Diskette

Enter Selection - [  ]
```

Creating a New Document:

1. MAIN MENU
2. ! 1 to select.
3. ! 1 to Create a Document.
4. Type text.
5. Code + % 5 to Reformat.
6. MAIN MENU

2. Depress **1 Key** to select **Create, Edit** or **View Document**.

   If there is a document in memory, screen prompts:

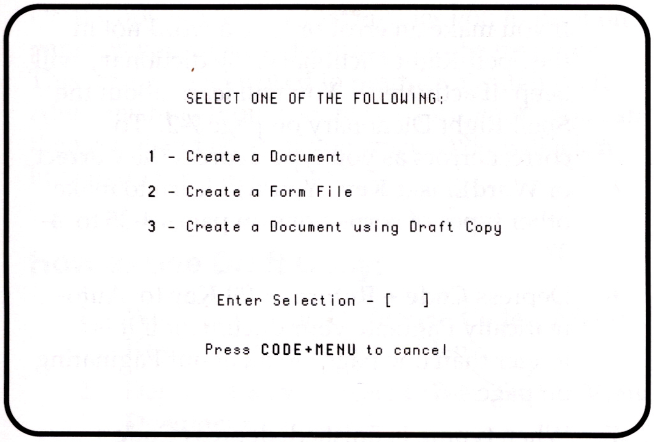


```
                    THERE IS A DOCUMENT IN MEMORY!

                      SELECT ONE OF THE FOLLOWING

1 - VIEW, EDIT or ADD to the Document in memory

2 - ERASE the Document in memory to create a new Document using
    CURRENT Margins and Tabs.

3 - ERASE the Document in memory to create a new Document using
    PRE-SET Margins and Tabs.


                        Enter Selection - [   ]

                      Press CODE+MENU to cancel
```

Press **2 Key** to erase the document and create a new one using the currently selected margins and tabs
—OR—
Press **3 Key** to erase the document and create a new one using the pre-set margins and tabs.

NOTE: If you wish to save the document in memory, depress **Code + Menu Key** to return to the Main Menu. **Depress 4 Key** to store the document then follow instructions on page 4-79.

3. The display prompts:

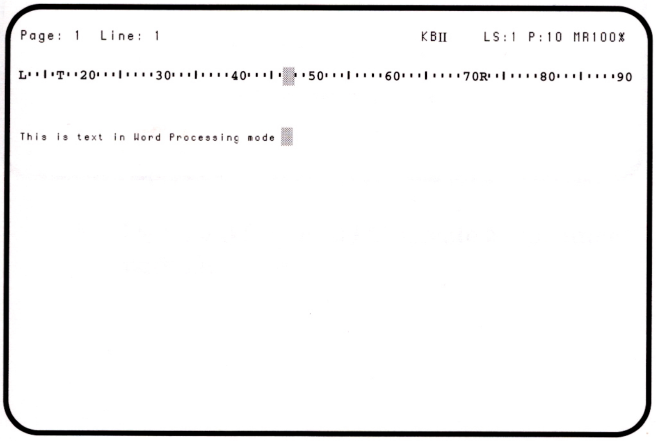


```
                 SELECT ONE OF THE FOLLOWING:

           1 - Create a Document

           2 - Create a Form File

           3 - Create a Document using Draft Copy


                      Enter Selection - [   ]

                    Press CODE+MENU to cancel
```

* You will learn how to create and use Form File on page 5-2.

Draft Copy allows you to print on paper as you enter text in memory. (Read more about Draft Copy on page 4-15.)

4. Depress **1 Key** to **Create a Document.** Display prompts: **Opening Document.** A blinking cursor appears at the top left of a blank screen. A corresponding cursor appears on the typing scale and will move as you type.



```
Page: 1  Line: 1                                KBII    LS:1 P:10 MR100%

L''|'T''20'''|''''30'''|''''40'''|'▒''50'''|''''60'''|''''70R''|''''80'''|''''90


This is text in Word Processing mode ▒
```

5. Type your text. Do not enter a Return except after short lines or to create a blank line.

   If you make an error or type a word not in the Spell-Right Dictionary, the dictionary will beep (if activated). You will learn about the Spell-Right Dictionary on page 7-2. To correct errors as you type depress the **Correct** or **WordEraser Key**. You will learn to make other types of corrections on pages 4-35 to 4-37.

6. Depress **Code + Reformat (5) Key** to Automatically Paginate your document if it is longer than one page. Read about Paginating on page 4-6.

7. When typing is finished, depress **Code + Menu (Tab Set) Key** to return to the Main Menu to print or store your text. You will learn to perform these functions on pages 4-68 and 4-79. Display prompts: **Closing Document**

Draft Copy

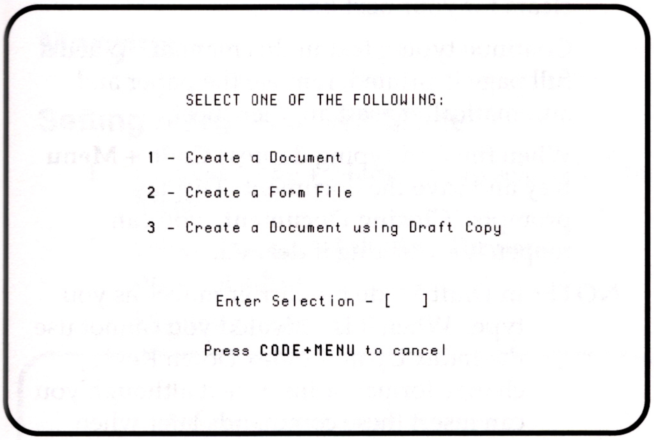
Draft Copy is a feature that enables you to print on paper as you create a document for the first time. This feature can be used to produce a rough draft. After finishing typing, store the document. You can then recall and edit it if you wish. (You will learn how to do this on page 4-82.)

How to Use Draft Copy:

1. While in WP Mode, depress **Code + Menu Key** to display the Main Menu.
2. Depress **1 Key** to select **Create, Edit** or **View Document**.

   NOTE: *If there is a document in memory,* save or erase that document, see page 4-12.

   Display prompts:



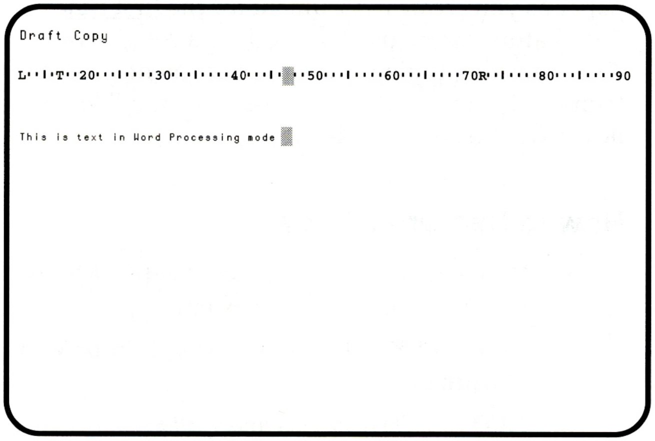
```
            SELECT ONE OF THE FOLLOWING:

        1 - Create a Document

        2 - Create a Form File

        3 - Create a Document using Draft Copy


               Enter Selection - [   ]

              Press CODE+MENU to cancel
```

3. Depress **3 Key** to select **Create a Document with Draft Copy.**

Using Draft Copy:

1. MAIN MENU
2. ! 1
3. # 3
4. Type text.
5. MAIN MENU

4. Type text. Only one line of text appears on the Display as it prints on paper. Display prompts: **Draft Copy**



```
Draft Copy

L''I'T''20'''I''''30'''I''''40'''I'▒''50'''I''''60'''I''''70R'I''''80'''I''''90


This is text in Word Processing mode ▒
```

The cursor is located on the margin scale, when the cursor reaches the right margin or if you depress the **Return Key**, the display clears for your next line.

Continue typing text in this manner. When a full page is printed, remove the paper and automatically insert another sheet.

5. When finished typing depress **Code + Menu Key** and save the document. Display prompts: **Closing Document,** you can reopen it for editing if desired.

NOTE: In Draft Mode the carrier moves as you type. When it is activated you cannot use the Index Up and Index Down Keys, change format or insert text although you can insert these commands later when editing. Auto Centering, Undo and WordFind are inoperable —AND— backspace or correcting is not allowed to the left of the left margin or to the left of a tab.

Setting Margins, Tabs and Formats

Each time you power up your PWP, a preset format is activated in WP Mode. It is set for general typing purpose. These settings remain active until you change the selections when creating a document or power your unit off. Formats are saved with your document.

You can easily change your margins and you can set four different types of tabs in WP MODE.

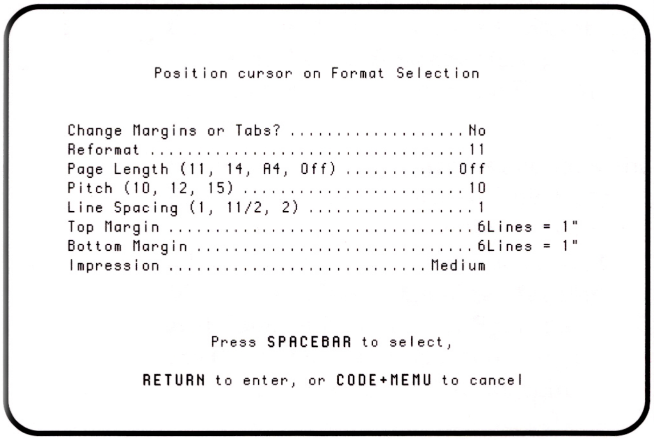
Center	**Regular**	**Decimal**	**Flush Right**
↓	↓	↓	↓
Center	These	100.00	Flush
Column	are	55.00	Right
Headings	Regular	12.00	Tabs
and	Tabs	4.00	Look
			Professional

Margins

Setting Margins in WP Mode:

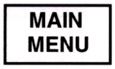
1. Depress **Code + Menu Key** to select the Main Menu.
2. Select **Margins, Tabs and Format** by depressing **2 Key.**

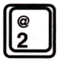
   Display prompts:

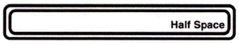


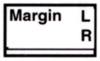
```
              Position cursor on Format Selection


   Change Margins or Tabs? ..................No
   Reformat .................................11
   Page Length (11, 14, A4, Off) ............Off
   Pitch (10, 12, 15) .......................10
   Line Spacing (1, 11/2, 2) ................1
   Top Margin ...............................6Lines = 1"
   Bottom Margin ............................6Lines = 1"
   Impression ...........................Medium


                  Press SPACEBAR to select,

           RETURN to enter, or CODE+MENU to cancel
```

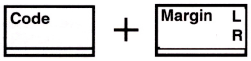
Setting Margins:

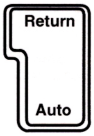
1. 

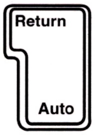
2. 

3. 

4. Move Cursor to Left Margin.
5. 

6. Move Cursor to Right Margin.
7. 

8. 



3. Cursor is located at **Change Left Margin, Right Margin or Tabs?** option. The PWP is preset to **NO**. Depress **Spacebar** to select **YES**.
4. Move cursor to desired Left Margin.
5. Depress the **Margin Key**. The letter "L" appears on the typing scale at the new location, a beep is heard.
6. Set Tabs if desired, see instructions on page 4-19.
7. Move cursor to desired Right Margin,
8. Depress the **Code + Margin Key**. The letter "R" appears on the typing scale at the new location. A beep is heard.
9. Depress **Return Key** to return to Format Menu.
10. Depress **Return Key** to save new settings and return to Main Menu
    —OR—
    Depress **Code + Menu** to cancel the changes.

NOTE: If you are changing margins and tab positions after typing text, position Cursor to **Reformat?** option and press **Spacebar** (see page 4-33, "Reformat After Editing".)

NOTE: To change left margin within a document see Paragraph Indent, page 4-44.

Regular and Special Tabs

Setting Regular and Special Tabs:

1. Repeat steps 1 through 3, (page 4-17, "Setting Margins in WP Mode") if cursor is not on the typing scale.
2. Position cursor to desired Tab location.
3. To set a ***Regular Tab***:

   Depress the **Tab Set Key.** The letter "T" appears on the typing scale. A beep is heard.

   To set a ***Decimal Tab:***

   Depress **Code + Spec Key** until a "$^{D}_{T}$" appears on the typing scale. A beep is heard.

   To set a ***Tab Center:***

   Depress **Code + Spec Tab Key** until a "$^{T}_{C}$" appears on the typing scale. A beep is heard.

   To set a ***Flush Right Tab***:

   Depress **Code + Spec Tab Key** until a "$^{F}_{T}$" appears on the typing scale. A beep is heard.
4. Repeat steps 2 and 3 to set other tabs.
5 Depress **Return Key** to return to Format Menu.
6. Depress **Return Key** to save new settings and return to Main Menu
   —OR—
   Depress **Code + Menu** to cancel the changes.

NOTE: If you are changing tab positions after typing text, position cursor to **Reformat?** option and press **Spacebar** (see page 4-33 "The Reformat Option in the Format Menu").

When you set your margins and tabs, the Print Hammer also moves. This feature comes in handy when setting tabs for tables. Insert paper, enter the Format Menu, select **Yes** to **Change Margins and Tabs** and move your **Spacebar** until the Print Hammer is correctly aligned on the paper, then set a tab or margin.

Setting Regular and Special Tabs:

1. MAIN MENU
2. @ 2
3. Half Space
4. Move Cursor to tab location.
5. Tab S for Regular Tab

   Decimal Tab.

   Code + Spec Tabs * 8

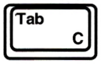
   Tab Center.

   Code + Spec Tabs * 8

   Flush Right Tab.

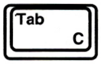
   Code + Spec Tabs * 8
6. Repeat steps 4 - 5 to set more tabs.
7. Return Auto
8. Return Auto

Using Regular Tabs:

1. 

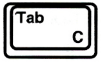
2. Type text.

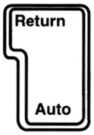
Using Decimal Tabs:

1. 

2. Type numbers preceding decimal point.
3. Type decimal point.

Using Tab Centers and Flush Right Tabs:

1. 

2. Type text.
3. 

Using Tabs:

Using Regular Tabs:

1. While creating text, depress the **Tab Key.** (The cursor moves to the tab location.)
2. Type text.

Using Decimal Tabs:

1. While creating text, tab to appropriate Decimal Tab location by depressing the **Tab Key.**

   Status Line prompts: **Decimal Tab @ XX**
2. Type the numbers preceding the decimal point. The numbers appear on the screen to the left of the Decimal Tab location. Use the **Correct Key** to correct errors.
3. Type the decimal point.
4. Type the numbers following the decimal point.

Using Tab Centers and Flush Right Tabs:

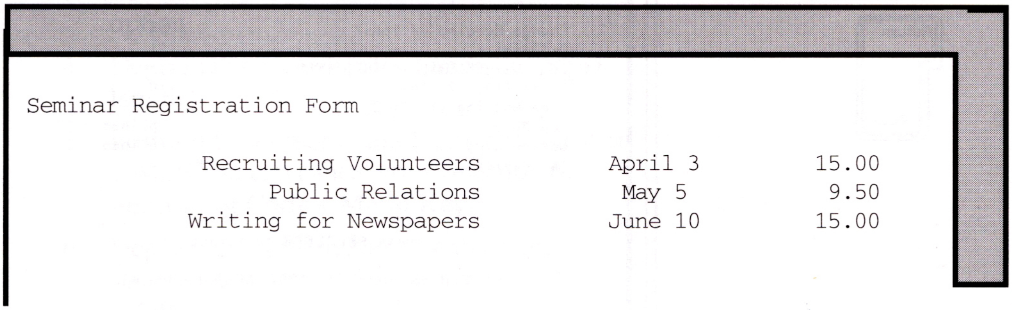
1. While creating text, tab to appropriate tab location. Status Line prompts: Type of tab and tab location.

   For Example: **Tab Center @ 25**
   —OR—
   Flush Right @ 25
2. Type text. If an error is made, use the **Correct** or **WordEraser Keys.**
3. Depress **Return Key** to indicate end of text.

Clearing All Tabs:

Depress **Code + Tab Key** until two beeps are heard. If you are located on a tab position, three beeps are heard. All tab symbols disappear from the typing scale.

Exercise: Tabs



```
Seminar Registration Form

             Recruiting Volunteers          April 3        15.00
                  Public Relations           May 5          9.50
            Writing for Newspapers          June 10        15.00
```

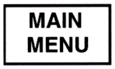
You will set a Flush Right Tab at location 37.

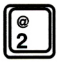
Set a Center Tab at location 50.

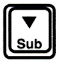
Set a Decimal Tab at location 60.

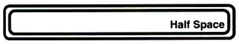
1. Depress **Code + Tab Key** to clear all tabs.
2. Type the first line.
3. Depress **Return Key** twice.
4. Tab to Flush Right Tab location.
5. Type: `Recruiting Volunteers`
6. Tab to Center Tab location.
7. Type: `April 3`
8. Press **Return Key**.
9. Tab to Decimal Tab location.
10. Type: `15.00`
11. Depress **Return Key**.
12. Finish typing the exercise as shown.

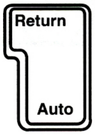
Selecting Format Options:

1. 

2. 

3.  to desired option.

4. 



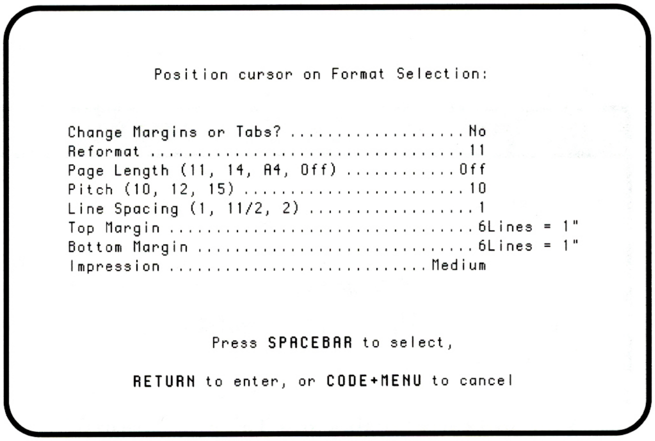
Format Settings

You can change page length, pitch, line spacing, top and bottom margin and impression control. All are explained in detail on the following pages.

Changing a format setting is very easy:

1. Depress **Code + Menu Key**.
2. Depress **2 Key** to select Set Margin, Tabs and Format.

   The screen prompts:



```
           Position cursor on Format Selection:


Change Margins or Tabs? ..................No
Reformat .................................11
Page Length (11, 14, A4, Off) ...........Off
Pitch (10, 12, 15) .......................10
Line Spacing (1, 11/2, 2) .................1
Top Margin ...............................6Lines = 1"
Bottom Margin ............................6Lines = 1"
Impression .........................Medium


                 Press SPACEBAR to select,

          RETURN to enter, or CODE+MENU to cancel
```

*You will learn how to use the Reformat Option on page 4-33.

3. Depress **▼ Key** (or **▲ Key**) to move the cursor to the desired format option.
4. Depress the **Spacebar** to make your selection.
5. Depress the **Return Key**.

Page Length

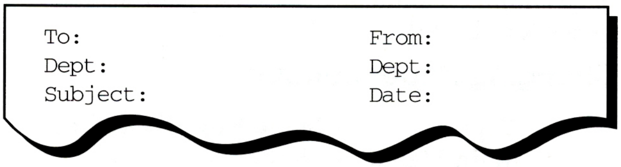
The Page Length setting is used to indicate the maximum number of lines that can be printed on your paper. This setting is used in conjunction with other format settings to determine where automatic page endings should be inserted in your text. It is preset for 11" paper.

Changing Paper Length:

1. Depress **Code + Menu Key** to select the **Main Menu.**
2. Depress **2 Key** to select **Set Margins, Tabs and Format.**
3. Position the cursor to the Page Length option.
4. Depress the **Spacebar** to change the paper length.
5. Position the cursor to another option, if you wish. (You can cancel your selection by depressing **Code + Menu Key**.)
6. Depress the **Return Key** to enter your selection and to exit Format
   —OR—
   If you are changing any option after typing text, position cursor to **Reformat?** and press the **Spacebar**. (See page 4-33, "The Reformat Option in the Format Menu.") You could also reformat while viewing text on screen by pressing **Code + Reformat (5) Key**.

   (Remember 1" = 6 lines, 11" paper = 66 lines, 14" paper = 84 lines.)

Storing Formats: You can store often used formats and recall them when needed. For example, your company may have a special memorandum form:



To:	From:
Dept:	Dept:
Subject:	Date:

To store the format for the above form:

1. Determine and set margins, tabs and format.
2. Return to Main Menu and select 1. Select 1 again to create a new document.
3. Return to the Main Menu and save the document to a disk using a name such as "MEMOFORMAT." You cannot enter spaces in the name.
4. Recall the document format whenever you have to type a memo.

Pitch

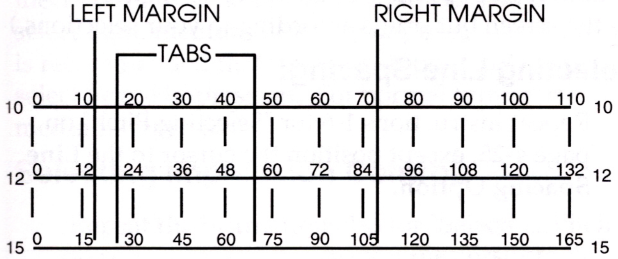
Your PWP has been designed with triple pitch capabilities: 10 characters per inch (Pica), 12 characters per inch (Elite), and 15 characters per inch (Micro). When the PWP is powered up the WP is preset to the following settings. When you use preset settings, the number of characters per inch vary depending on Pitch, margin and tabs:

10 Pitch (Pica):
Left Margin - 12 Right Margin - 72 Tab - 17 & 47

12 Pitch (Elite):
Left Margin - 14 Right Margin - 86 Tab - 20 & 56

15 Pitch (Micro):
Left Margin - 18 Right Margin - 108 Tab - 25 & 70

Use the scale below for comparable positions.


LEFT MARGIN
RIGHT MARGIN
TABS
10 0 10 20 30 40 50 60 70 80 90 100 110 10
12 0 12 24 36 48 60 72 84 96 108 120 132 12
15 0 15 30 45 60 75 90 105 120 135 150 165 15

Selecting Pitch:

1. Depress **Code + Menu Key** to select Main Menu.
2. Depress **2 Key** to select **Set Margins, Tabs and Format.**
3. Position the cursor to the **Pitch** option.
4. Depress the **Spacebar** to change the selection.
5. Position the cursor to another option, if you wish.

   (You can cancel your selections by depressing **Code + Menu Key**.)

6. Depress **Return Key** to enter your selection and to exit Format
   —OR—
   If you are changing any option after typing text, position Cursor to **Reformat?** and press **Spacebar**. (See page 4-33, "The Reformat Option in the Format Menu".) You could also Reformat while viewing text on screen by pressing **Code + Reformat (5) Key**.
7. Change Printwheels, if necessary, or if another typestyle is desired. (To change Printwheel, refer to page 10-5.)

Line Spacing

You can select single line spacing, 1 1/2 line spacing or double line spacing. (Text appears single spaced on the screen but prints according to your selections.)

Selecting Line Spacing:

Repeat instructions 1-6 for "Selecting Pitch" on page 4-25, except position the cursor to the **Line Spacing Option.**

Top Margin

The Top Margin indicates the number of lines that will be advanced during automatic paper insert. The Top Margin is preset for 6 lines (1") and can easily be changed. We do not recommend setting the Top Margin less than 3 lines.

Changing the Top Margin:

1. Repeat Steps 1-3, "Selecting Pitch", page 4-25, except position the cursor to the **Top Margin Option**.
2. Depress **Spacebar** to increase the selection. Depress **Back Space Key** to decrease the selection. Inch and half-inch levels are displayed.
3. Repeat steps 5 and 6, "Selecting Pitch."

Bottom Margin

The Bottom Margin sets the number of blank lines that you want to appear at the end of your paper. It is preset to 6 lines (1"). We do not recommend setting the Bottom Margin less than six lines.

Changing the Bottom Margin:

Repeat the instructions for "Changing the Top Margin" on page 4-26, except position the cursor to the **Bottom Margin Option**.

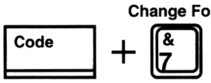
Impression Control

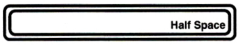
Impression Control is the force used by the print mechanism to strike the typing paper. You can select light, medium or heavy impression control. It is recommended that if you are typing carbons, select heavy impression. For normal typing use medium impression.

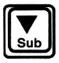
Selecting Impression Control:

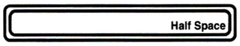
Repeat the instructions 1-6 for "Selecting Pitch" on page 4-25, except position the cursor to the **Impression Option**.

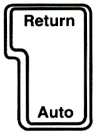
Creating a New Format:

1. Position cursor to left margin.
2. 

3. 

   Select pitch.
4. 

to Line Spacing.
5. 

   Select line spacing.
6. 

7. Type text.

Changing Formats

You can use the Change Format Feature to change line spacing and pitch within a document. If you change an existing format you have to reformat your text.

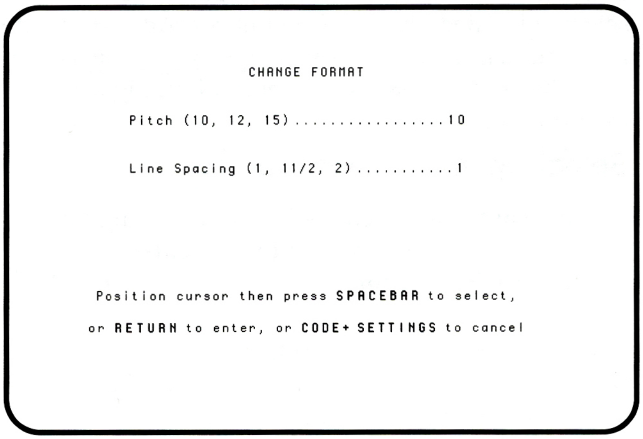
How to Create a New Format within a Document

Changing Line Spacing and/or Pitch:

1. Position cursor at the left margin.

   If a Subformat already exists, this new selection will replace the existing one.
2. Depress **Code + Change Format (7) Key**.

   Display prompts:



```
CHANGE FORMAT

Pitch (10, 12, 15)................10

Line Spacing (1, 11/2, 2)..........1



Position cursor then press SPACEBAR to select,

or RETURN to enter, or CODE+ SETTINGS to cancel
```

   The active line spacing and pitch appear in the above menu.
3. Depress the **Spacebar** to change the pitch, if desired.
4. Position the cursor to **Line Spacing Option** if you wish to change Line Spacing.
5. Depress the **Spacebar** to change Line Spacing.
6. Depress **Return Key** to enter your selections.
7. Type your text. The first character using the

new format is highlighted.

Status Line shows new format.
For example: **LS: 2 P:12 MRxxx%**
(line spacing: double, pitch: 12)
MRxxx% indicates percentage of memory remaining.

8. To change the format again, repeat steps 1 through 7.

NOTE: Line Space selection is verified on the status line. Only single linespaces can be displayed, print out is in the setting selected.

When you change Pitch within a document, the line lengths will appear different on the display but will print correctly.

IMPORTANT...Because only single linespacing can be displayed be sure to enter necessary returns when changing line spacing within a document.

For example:

This paragraph is double spaced. It will automatically

print double spaced and adds a double spaced return

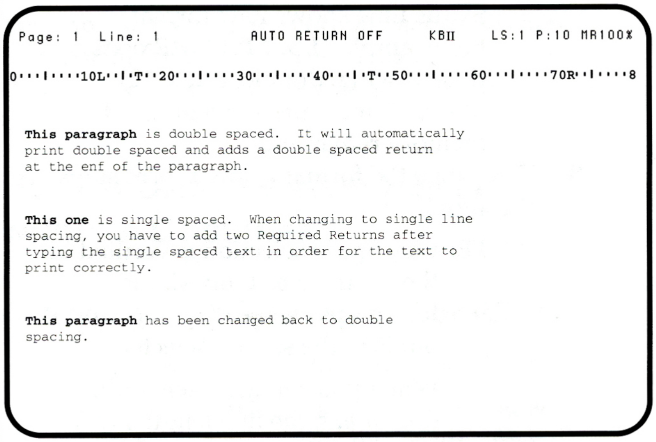
at the end of the paragraph.

This one is single spaced. When changing to single line
spacing, you have to add two Required Returns after
typing the single spaced text in order for the text to
print correctly.

This paragraph has been changed back to double

spacing.

Screen shows:



```
Page: 1   Line: 1              AUTO RETURN OFF     KBII     LS:1 P:10 MR100%
0•••|••••10L••|•T••20•••|••••30•••|••••40•••|•T••50•••|••••60•••|••••70R••|••••8

 This paragraph is double spaced.  It will automatically
 print double spaced and adds a double spaced return
 at the enf of the paragraph.


 This one is single spaced.  When changing to single line
 spacing, you have to add two Required Returns after
 typing the single spaced text in order for the text to
 print correctly.


 This paragraph has been changed back to double
 spacing.
```

NOTE: If you wish to change Printwheels when printing subformatted sections of your document, you must insert a Stop Code in the text in order to halt printing at the appropriate location, see page 4-63.

You cannot erase the return arrow before the format change. The display will prompt: **INVALID REQUEST.**

Erasing Formats

Erasing Formats:

1. Position cursor.
2. Correct

   Erase Format? Y/N
3. Y
4. Code + Reformat %5

How to Erase a Format:

1. Position cursor to the first character of the format. (That character appears highlighted on the display.)
2. Depress the **Correct Key.**

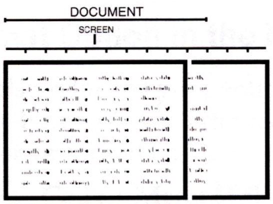
   Status Line prompts:
   Erase Format? Y/N
3. Depress **Y Key** to erase the format
   —OR—
   Depress **N Key** if you choose not to erase the format. The character will be corrected.
4. Depress **Code + Reformat (5) Key.**

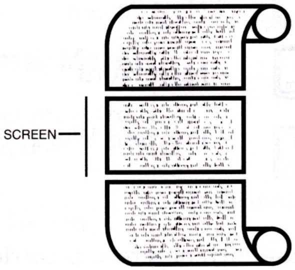
Using the Cursor Keys to Move Through Text

◀ Scrn ▶ Scrn ▲ Super ▼ Sub Adv

You can create a document that cannot be displayed all at once. The PWP automatically scrolls left and right as you create a document wider than the displayed area.

—AND— it automatically moves lines out of view when creating one longer than the displayed area.





To view an entire document, you can use your Cursor Keys to scroll vertically and horizontally through your text.

How the Cursor Moves:

◀ Scrn - Left

▶ Scrn - Right

Adv ▶ Scrn - End of line

Adv ◀ Scrn - Beginning of line

Adv ▼ Sub - End of text

Adv ▲ Super - Beginning of text

Code + ◀ Scrn - Prior Screen

Code + ▶ Scrn - Next Screen

Shift + ▶ Scrn - Next Word

Shift + ◀ Scrn - Previous Word

▼ Sub - Down

▲ Super - Up

One line from the current screen is carried over when using Prior/Next Screen.

Scrolling:

If you hold down the ▶, ◀, ▼ or ▲ **Cursor Keys**, the cursor scrolls through your text.

Reformatting Text

Important — Reformat After Editing

Your PWP allows you to type text, make changes, then print it letter perfect. You can move text around, insert new text, erase errors as well as change the format (margins, pitch, etc.). However, it is important after making changes to reformat in order to readjust line and page lengths.

Reformatting Your Text:

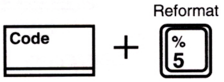
While editing text, depress **Code + Reformat (5) Key**. Status Line prompts: **Reformatting.**

The Reformat Option in the Format Menu:

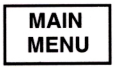
You can also reformat your entire document from within the Format Menu after making other margin, tab or format changes.

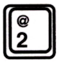
1. Depress **Code + Menu (Tab Set) Key** to select Main Menu.
2. Depress **2 Key** to select Format Menu.
3. Position Cursor to **Reformat?**
4. Depress **Spacebar**. Reformatting takes place. Screen prompts: **Reformatting** then **Reformatting complete** and returns to the Main Menu. Depress **1 Key** twice to view your reformatted document, if desired.

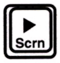
Reformatting while Editing:

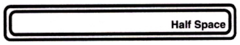
1. Pause typing.
2. 

Reformat Menu Option:

1. 

2. 

3.  to Reformat.



Reformatting Part of Your Text:

1. Move cursor to the beginning of text to be reformatted.
2. Depress **Code + Marker (3) Key**.
3. Move cursor to end of text to be reformatted.
4. Depress **Code + Marker (3) Key**. Text is highlighted.
5. Depress **Code + Reformat (5) Key**.

   Status Line prompts: **REFORMATTING**

Making Corrections in WP Mode

You can remove characters, words, or entire lines of text. You can also remove a block of text at one time, see page 4-47, "Deleting, Moving and Copying Bocks of Text."

Using Correct Key:

1. Position the cursor on the incorrect character.
2. Depress **Correct Key**. To delete more characters, continue holding down the **Correct Key**.

Using WordEraser:

1. Position the cursor anywhere on the incorrect word or the space to the right of the word.
2. Depress the **WordEraser Key** once for each incorrect word.

Using LineEraser:

You can erase a line of text at once when creating or editing stored text.

Position cursor to any character on the line to be erased. Depress the **Code + LineEraser/ WordEraser Key.**

Undoing a Deletion:

If you accidentally deleted a character or word from your text, you can change your mind.

Depress **Code + Undo (U) Key**. The text reappears. (For valuable information about "Undo" see page 4-61.)

Correcting Errors:

1. Position Cursor.
2. Correct

—OR—

WordEraser
LineEraser

—OR—

TYPEOVER

How to Use the Typeover Feature:

Position the cursor on the incorrect character and type over it.

If characters are to be replaced with Bold or Underlined characters, activate those features before typing over existing characters.

NOTE: The **Tab Key** is the only key that will not type over another character. You can, however, insert a tab just as you would text, see page 4-37.

Undoing a Typeover:

If you accidentally typeover text, you can restore the original text.

Depress **Code + Undo (U) Key**. Your original text reappears.

Inserting Text

You can insert any number of words or paragraphs into your text as long as there is memory available.

How to Insert Text:

1. Position cursor at the location where you wish to insert text.
2. Depress the **Code + Insert (2) Key.**
3. Type the insertion.
4. To deactivate Insert Mode, depress **Code + Insert Key.**

   If you make a mistake, simply depress ◄ **Key** then **Correct** or **WordEraser Key** to erase your error and retype the insert.

   REMEMBER...after making corrections and insertions. Reformat your text before printing so the PWP can recalculate line and page endings.

Using the Undo Feature:

You can use the Undo to return to inserted text. Depress **Code + Undo (U) Key.** Cursor returns to Insert Mode and last character entered.

Inserting Text:

1. Position Cursor.
2. Code + Insert @ 2
3. Type insertion.
4. Code + Insert @ 2

Exercise — Rental Agreement

Mr. S. Dhanda
Main Street
Central City, USA

Dear Mr. Dhanda,

Delete extra 'e'

Enclosed you will find your Rental Lease Agreeement. Please sign it and return it within days.

Insert 'five'

We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contarct which must be sent to Modern Trends Furniture.

Spell correctly

We welcome you to our living complex.

Sincerely,

1. Create the document exactly as it appears above without handwritten changes.
2. Position the cursor to the first "e" in "Agreeement".
3. Depress the **Correct Key**.
4. Position cursor to the "d" in days.
5. Depress **Code + Insert Key** to activate insert mode.
6. Type: "five" then a space.
7. Depress **Code + Insert Key** to deactivate insert mode.
8. Position cursor to "a" in "contarct".
9. Type "ra" to correctly spell "contract".

Enhancing Text

You can easily bold, underscore, center, superscript and subscript text. You can change upper case text to lower case and vice versa, and you can temporarily indent paragraphs. All are explained in detail in the following pages.

Bold Print

Your PWP can print in **BOLD**.

Using Bold:

1. Depress **Code + Bold (B) Key**. A beep is heard.

   Status Line prompts: **Bold Print ON**
2. Type text.
3. To turn off bold, depress **Code + Bold (B) Key**. No beep is heard.

   Status Line prompts: **Bold Print OFF**

Changing Normal Text to Bold —OR— Bold to Normal:

When editing, you can mark blocks of text to bold —OR— remove bold.

1. Position cursor to the first character to be changed.
2. Depress **Code + Marker (3) Key**.
3. Position cursor to the last character to be changed.
4. Depress **Code + Marker (3) Key**. Text is highlighted.
5. Depress **Code + Bold (B) Key**.

   Status Line prompts: **Bold? Y/N**
6. Depress **Y Key** to bold face highlighted text.
   —OR—
   Depress **N Key** to remove bold.

Using Bold:

1. Code + B Bold
2. Type text.
3. Code + B Bold

Bold to Normal —OR— Normal to Bold:

1. Position Cursor to mark beginning.
2. Code + Marker # 3
3. Position Cursor to mark end.
4. Code + Marker # 3
5. Code + B Bold
6. Y To bold text
   —OR—
   N Next to remove bold.

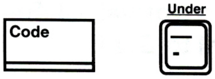
Undoing Bold Y/N:

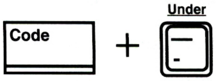
Following a Block Bold Y/N, depress **Code + Undo (U) Key**. Marked text changes back to its original style. Text is highlighted.

At this point you can underscore the highlighted text or perform a Block Delete, Copy or Move or you can depress **Code + Undo (U) Key** twice to remove markers. If you continue typing, highlighting will disappear.

Auto Underscore

Auto Underscoring:

1. 

once for word, twice for all.
2. Type text.
3. 

until status prompts off.

This feature automatically underlines words and spaces as you type.

Underscoring Text:

1. Depress **Code** + **Under (-) Key**. A beep is heard.

   Status Line prompts: **Underscore WORD**
2. Depress **Code** + **Under Key** again to underline words and spaces. Status Line prompts: **Underscore ALL**
3. Type text.
4. To deactivate auto underscore, depress **Code** + **Under Key** until no beep is heard. Status Line prompts: **Underscore OFF**

Changing Normal Text to Underscored —OR— Underscored Text to Normal:

When editing, you can mark areas of text to underscore —OR— remove underscoring.

1. Position cursor to the first character to be changed.
2. Depress **Code + Marker (3) Key**.
3. Position cursor to the last character to be changed.
4. Depress **Code + Marker (3) Key**. Text is still highlighted.
5. Depress **Code + Under Key**.

   Status Line prompts: **UNDERSCORE WORD, ALL, OFF? W/A/O**
6. Depress **W Key** to underscore just the words
   —OR—
   Depress **A Key** to underscore words and spaces.

   Depress **O Key** to remove underscoring.

Undoing Underscore Y/N:

Following block Underscore Y/N, depress **Code + Undo (U) Key**. Marked text changes back to its original style. Text is still highlighted.

At this point you can bold the highlighted text or perform a Block Delete, Copy or Move or you can depress **Code + Undo (U) Key** twice to remove markers. If you continue typing, highlighting will disappear.

Underscore to Normal/ Normal to Underscore:

1. Position Cursor to mark beginning.
2. Code + Marker # 3
3. Position cursor to mark end.
4. Code + Marker # 3
5. Code + Under – -
6. W to Underscore Words

   —OR—

   A to Underscore All

   —OR—

   O to turn Off Underscore.

Manual Underscore

You can also manually go back and underscore text.

1. Position cursor on first character to be underscored.
2. Depress and hold **Shift + Underscore Hyphen Key**.

Auto Center

This feature automatically centers text between current margins.

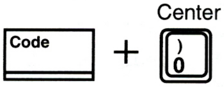
Centering Text:

1. Depress **Code + Center (0) Key**. A beep is heard. Cursor moves to center of screen.

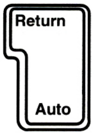
   Status Line prompts: **Auto Center @ XX**
2. Type text. As you type, text centers on the screen. If you make a mistake, simply use the **Correct** or **WordEraser Key**,
   —OR—
   Depress **Code + Center Key** to restart centering.
3. Depress **Return Key** twice. Text is centered and Auto Centering is deactivated.

NOTE: When using AutoSpell, List and Thesaurus with Auto Center in WP Mode, you must reformat text when the replacement word is larger or smaller than the original word.

Centering Text:

1. 

2. Type text.

3.  twice.

Superscripts and Subscripts

Typing Super/Subscripts:

Depress **Code** + ▲ **Key**. You will see the symbol ↑ on the Screen.

—OR—

Depress **Code** + ▼ **Key**. You will see the symbol ↓ on the Screen.

Upon printout, the symbols do not print but merely instruct the PWP to move the typing line 1/4 line in the appropriate direction.

For example, to type H_2O, you would:

1. Type "H"
2. Depress **Code** + ▼ **Key**.
3. Type "2"
4. Depress **Code** + ▲ **Key**.
5. Type "0"

Your Screen looks like this: H↓2↑0

To type 18^{th}, you would:

1. Type "18"
2. Depress **Code** + ▲ **Key.**
3. Type "th"
4. Depress **Code** + ▼ **Key**.

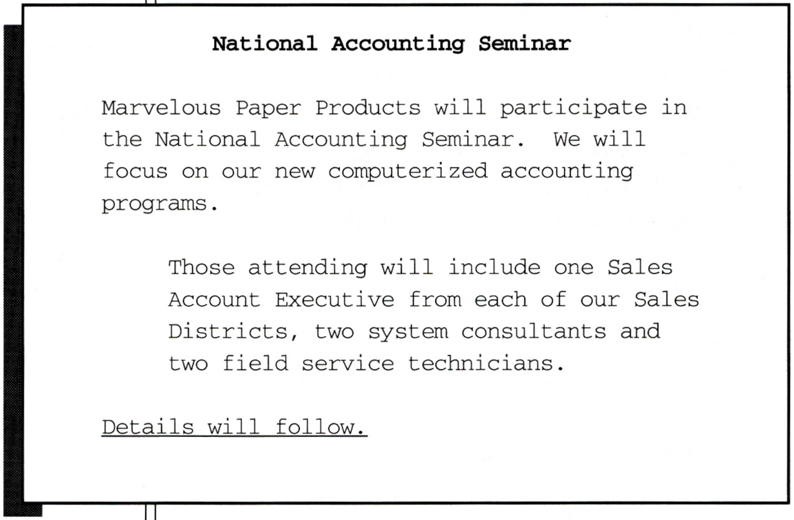
Your Screen looks like this: 18↑th↓

Typing Superscripts and Subscripts:

1. Code + ▲ Super
   for Superscript
   —OR—
   Code + ▼ Sub
   for Subscript.
2. Type text.
3. Code + ▼ Sub
   —OR—
   Code + ▲ Super
   to return to line.

Paragraph Indent

Paragraph Indent allows you to set "temporary left margins" on your PWP. In the example below, the second paragraph automatically indents five spaces.



National Accounting Seminar

Marvelous Paper Products will participate in the National Accounting Seminar. We will focus on our new computerized accounting programs.

Those attending will include one Sales Account Executive from each of our Sales Districts, two system consultants and two field service technicians.

Details will follow.

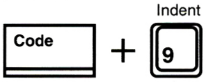
Setting Paragraph Indent While Entering Text:

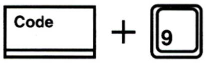
1. Tab or space to desired indent location.
2. Depress **Code + Indent (9) Key**. A beep is heard. Status Line prompts: **Indent On**

   An "I" appears on the typing scale indicating the indent location.
3. Type the desired text. When Auto Return is active or when the **Return Key** is depressed, the cursor returns to the indented position.
4. Depress **Code + Indent Key** to return to original margin. Status Line Prompts: **Indent Off**

   The "I" disappears from the typing scale.

Setting Paragraph Indents:

1. Position cursor to indent location.
2. 

3. Type text
4. 

Indenting Blocks of Text While Editing:

After text has been entered. You can mark areas and indent them.

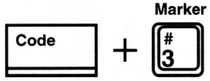
1. Position cursor to any character in the line you wish to indent.
2. Depress **Code + Marker (3) Key**.
3. Position cursor to any character in the last line to indent.
4. Depress **Code + Marker (3) Key**. Text is highlighted.
5. Depress **Code + Indent** 9 **([illegible]) Key**. Display prompts: **New Margin?**
6. Type the new margin location. (For example, type 25.)
7. Depress **Return Key**. Display prompts: **Reformatting** as text automatically re-adjusts to the new settings.

NOTE: All characters in the block of text you wish to indent must be set in the same pitch.

Block Indent:

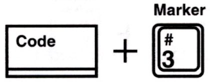
1. Position cursor to mark beginning.

2.

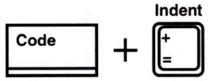


3. Position cursor to mark end.

4.

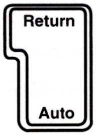


5.



6. Type new margin.

7.



INDENTING BLOCKS OF TEXT P. 4-45

When indenting existing text, mark the first character and the last character to be indented. Step 5 should read **CODE + INDENT (9) KEY.**

Change Case:

1. Position cursor to mark beginning.
2. Code + Marker #3
3. Position cursor to mark end.
4. Code + Marker #3
5. Lock ●
6. U for upper

   —OR—

   L for lower

Change Case

TYPE
WP

MEM — This feature only works in WP Mode.

While editing or creating text, this feature allows you to change the case of the characters from lower to upper or vice versa.

1. Move cursor to the first character to be changed.
2. Depress **Code + Marker (3) Key**.
3. Move cursor to the last character to be changed.
4. Depress **Code + Marker (3) Key**.
5. Depress **Lock Key**. Status Line prompts: **Upper/Lower Case? U/L**
6. Depress **U Key** to change characters to upper case
   —OR—
   Depress **L Key** to select lower case. Text changes accordingly.

Deleting, Moving and Copying Blocks of Text

To Delete, Move or Copy a Block of Text:

1. Position cursor on the first character in the block of text to be deleted, moved or copied.
2. Depress the **Code + Marker (3) Key** to mark the beginning of the block.
3. Move the cursor to the last character to be deleted, moved or copied.
4. Depress **Code + Marker (3) Key** again to mark the end of the block. The block of text is now highlighted.

NOTE: To review highlighted text prior to implementing any marker features, depress the **Cursor Key**.

5. To Delete:
   Depress the **Correct Key.**

   To Move:
   Position Cursor where you want the moved text to appear. Depress **Code + Marker (3) Key.**

   To Copy:
   Position Cursor where you want the copied text to appear. Depress **Code + Insert (2) Key.**
6. Edit text if necessary.
7. You may have to reformat your text, see page 4-33.

   NOTE: If you decide not to move, copy or delete text after you have highlighted it:

   1. Position cursor anywhere within the highlighted area.
   2. Depress **Code + Marker (3) Key.**

      This cancels the procedure and leaves text where it was originally.

Deleting, Moving, Copying A Block:

1. Position Cursor to beginning of block.
2. **Code** + Marker **# 3**
3. Position Cursor to end of block.
4. **Code** + Marker **# 3**

To Delete: **Correct**

To Move:
Position Cursor to new location.
Code + Marker **# 3**

To Copy:
Position Cursor to new location.
Code + Insert **@ 2**

Undoing Block Deletes, Moves and Copies:

Following a Block Delete — depress **Code + Undo (U) Key**.

Deleted Block of text reappears with text still highlighted.

Following a Block Move — depress **Code + Undo (U) Key**. Block of text reappears in the original location with text still highlighted.

Following a Block Copy — depress **Code + Undo (U) Key**. The newly copied block of text disappears and only the original remains. Text is still highlighted.

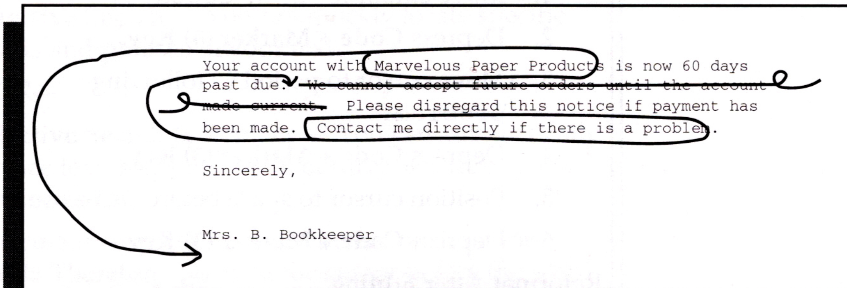
At this point, you can perform another block function—OR—

depress **Code + Undo Key** once or twice more in order to change marker locations. If you continue typing, highlighting will disappear.

REMEMBER...After editing Reformat your text before printing so the PWP can recalculate line and page endings.

Exercise: Block Move, Copy, Delete

Version #1

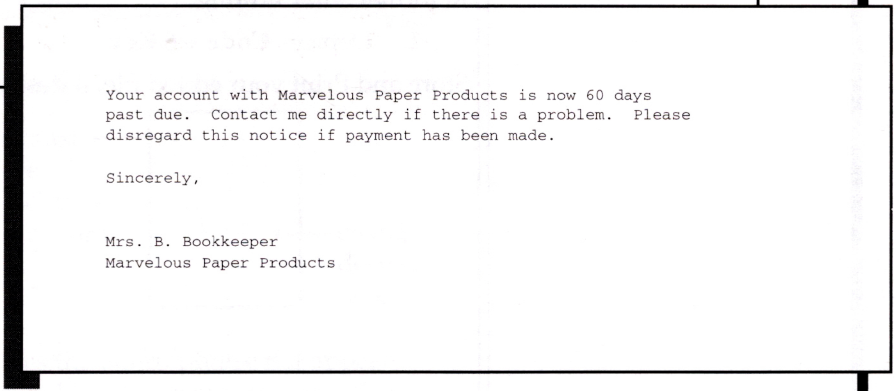


Your account with Marvelous Paper Products is now 60 days past due. ~~We cannot accept future orders until the account made current.~~ Please disregard this notice if payment has been made. Contact me directly if there is a problem.

Sincerely,

Mrs. B. Bookkeeper

Version #2



Your account with Marvelous Paper Products is now 60 days past due. Contact me directly if there is a problem. Please disregard this notice if payment has been made.

Sincerely,

Mrs. B. Bookkeeper
Marvelous Paper Products

Set Left Margin - 12
Right Margin - 72

Create Version #1 without handwritten changes. Make sure you depress the **Return Key** at the end. Cursor must end up under the "M" in Mrs."

Block Copy

1. Move cursor to "`M`" in `Marvelous.`
2. Depress **Code + Marker (3) Key**.
3. Move cursor to "`s`" in `Products.`
4. Depress **Code + Marker (3) Key**.
5. Move cursor to space under "`M`" in `Mrs.`
6. Depress **Code + Insert (2) Key.**

Block Delete

1. Move cursor to "`W`" in `We`.
2. Depress **Code + Marker (3) Key**.
3. Move cursor to the space before `Please`
4. Depress **Code + Marker (3) Key**.
5. Depress **Correct Key.**

Block Move

1. Move cursor to "`C`" in `Contact.`
2. Depress **Code + Marker (3) Key**.
3. Move cursor to period (.) following `problem.`
4. Depress **Code + Marker (3) Key**.
5. Position cursor to space before `Please.`
6. Depress **Code + Marker (3) Key.**

Reformat After Editing

1. Depress **CODE + REFORMAT (5) Key.**

Store and Print your edited file, if desired.

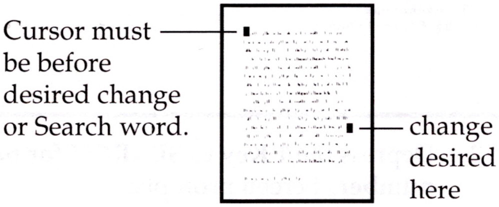
Selective Search/Search & Replace

Selective Search — You can quickly locate specific words and phrases in your text.

—OR—

Selective Search & Replace — You can automatically replace text in specific or all occurrences throughout the document.

The cursor searches from its current position forward. Therefore, position the cursor before the word or phrase you are searching for before you activate Search.

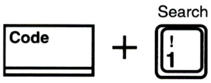


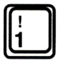
The cursor locates the word/phrase if it appears underscored, in bold print, or part of another word (for example, the, theater, other).

If the word or phrase is not found, display prompts: **NOT FOUND** Retype your search string and try again.

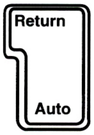
Remember... Reformat your text before printing so the line and page ending can be recalculated.

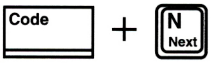
Searching for a Page:

1. 

2. 

3. Type page number.

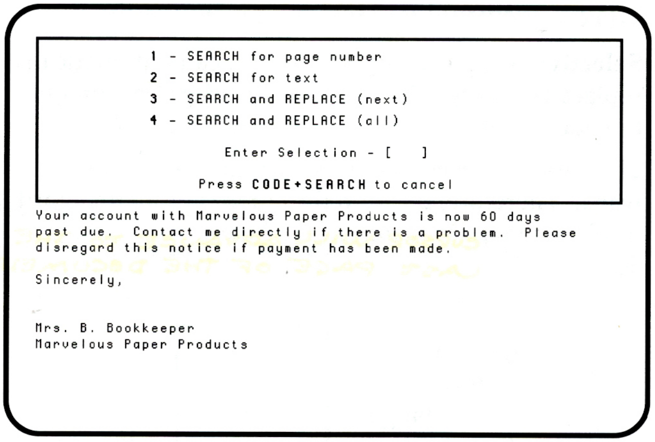
4. 

5. 

for next occurrence.

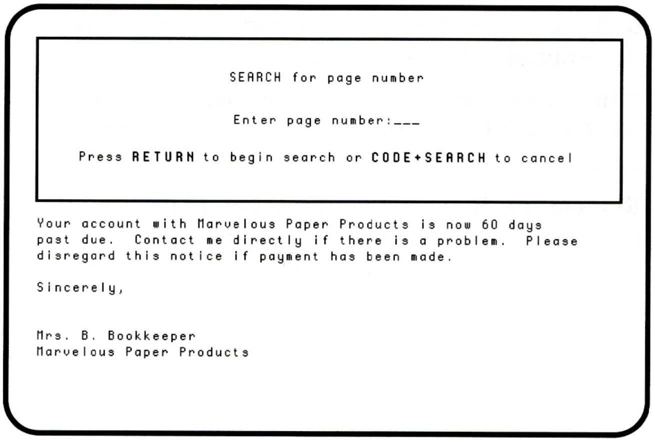
Search for Page Number:

1. Depress **Code + Search (1) Key** to activate Search. The Search Window appears:



```
                1 - SEARCH for page number
                2 - SEARCH for text
                3 - SEARCH and REPLACE (next)
                4 - SEARCH and REPLACE (all)

                     Enter Selection - [   ]

                  Press CODE+SEARCH to cancel
Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,


Mrs. B. Bookkeeper
Marvelous Paper Products
```

2. Depress the **1 Key** to **SEARCH for page number**. Screen prompts:



```
                    SEARCH for page number

                    Enter page number:___

     Press RETURN to begin search or CODE+SEARCH to cancel

Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,


Mrs. B. Bookkeeper
Marvelous Paper Products
```

3. Type the page number. If you make a mistake, depress **Correct Key** and retype the number.

   You can depress **Code + Search Key** to cancel the search.

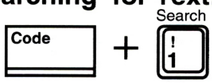
4. Depress the **Return Key** to begin search. The cursor appears at the top of that page.

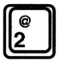
   Status Line prompts: **Code + N to Search** for a few seconds.

5. Depress **Code + N Key** to advance to the next page, if desired. Continue depressing **Code + N Key** to advance successively to each page.

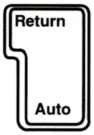
NOTE: If you specify a page number greater than the total number of pages, the CURSOR WILL ADVANCE TO THE LAST PAGE OF THE DOCUMENT.

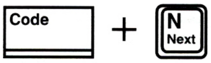
Searching for Text:

1. 

2. 

3. Type text.

4. 

5. 

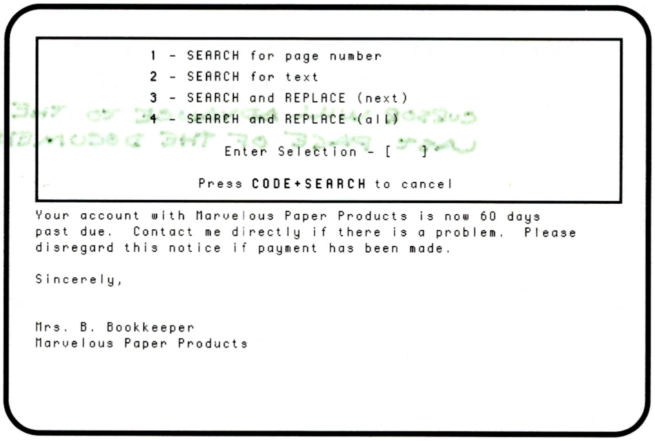
for next occurrence.

Search for Text:

Your PWP can quickly locate each occurrence of a specific word or phrase in your text.

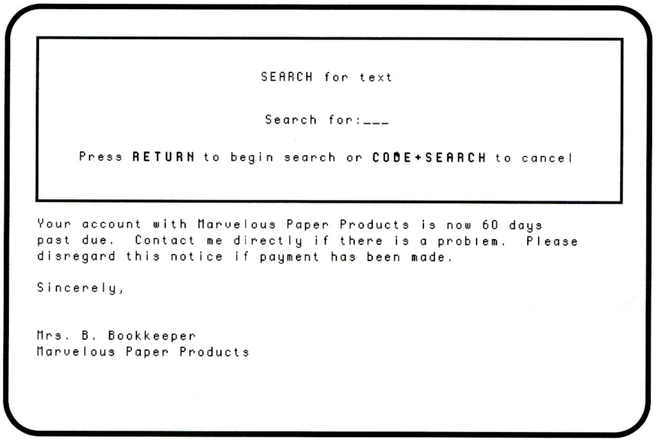
1. Depress **Code + Search (1) Key** to activate Search.

   The screen prompts:



```
                    1 - SEARCH for page number
                    2 - SEARCH for text
                    3 - SEARCH and REPLACE (next)
                    4 - SEARCH and REPLACE (all)

                         Enter Selection - [  ]

                       Press CODE+SEARCH to cancel
Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,


Mrs. B. Bookkeeper
Marvelous Paper Products
```

2. Depress **2 Key** to **SEARCH** for text. The screen prompts:



```
                         SEARCH for text


                         Search for:___

       Press RETURN to begin search or CODE+SEARCH to cancel


Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,


Mrs. B. Bookkeeper
Marvelous Paper Products
```

3. Type the search word or phrase exactly as it appears in the text (upper/lower case). You may type a maximum of 24 characters.

   You can depress **Code + Search Key** to cancel the search.
4. Depress **Return Key** to begin search.

   The cursor moves to the search text. Screen prompts: **CODE + N to Search** for a few seconds.
5. Depress **Code + Next (N) Key** to search for next occurrence, if desired. Continue depressing **Code + N (Next) Key** to search successively to each occurrence.

Searching for Stop Codes and Page Endings:

You can also search for Stop Codes and Page Ends.

When screen prompts: **Search for:** simply depress **Code + Stop (S) Key.**

—OR—

Code + Page End (4) Key, then press **Return Key.**

Searching for Text at a Single Location:

If you are searching for a word or phrase that is located several times throughout the text, you will have to type the word before or after it to clearly identify the specific location you desire.

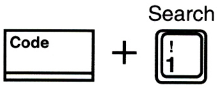
For example:

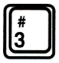
You typed:

> We cordially invite you to attend the series of workshops that we are conducting. We also invite you to the social gathering immediately following each session.

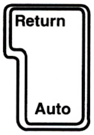
Now you want to locate to the second occurrence of invite. You would search for also invite.

Search & Replace:

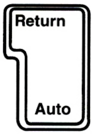
1. 

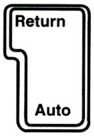
2. 

3. Type the text.

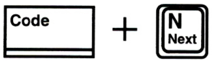
4. 

5. Type replacement.

6. 

7.  to replace

and/or



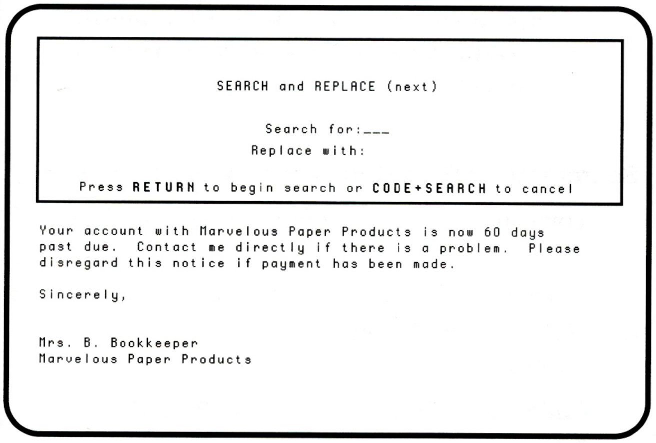
for next occurence.

Search & Replace:

You can quickly locate each occurrence of a specific word or phrase throughout your document, change some of them and leave the others unchanged.

How to Search and Replace Selectively:

1. Depress **Code + Search (1) Key** to activate Search.
2. Depress **3 Key** to **SEARCH and REPLACE (next)**. The Screen prompts:



```
SEARCH and REPLACE (next)

Search for:___
Replace with:

Press RETURN to begin search or CODE+SEARCH to cancel

Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,

Mrs. B. Bookkeeper
Marvelous Paper Products
```

3. Type the word or phrase exactly as it appears in the text (upper/lower case). You may type a maximum of 24 characters.
4. Depress **Return Key**. The cursor locates to: **Replace with:**
5. Type the replacement word or phrase — up to 24 characters.

   You can depress **Code + Search Key** to cancel the search.
6. Depress **Return Key**. Cursor locates to the first occurrence found. Screen prompts: **Return to Replace; CODE + N to Search**.
7. Depress **Return Key**. Text is replaced. Depressing **Code + N Key** will search for the next occurrences of the word/phrase but won't replace it until told to.

8. Continue to depress **Return Key** to replace the text and/or **Code + N Key** to search to the next occurrence.

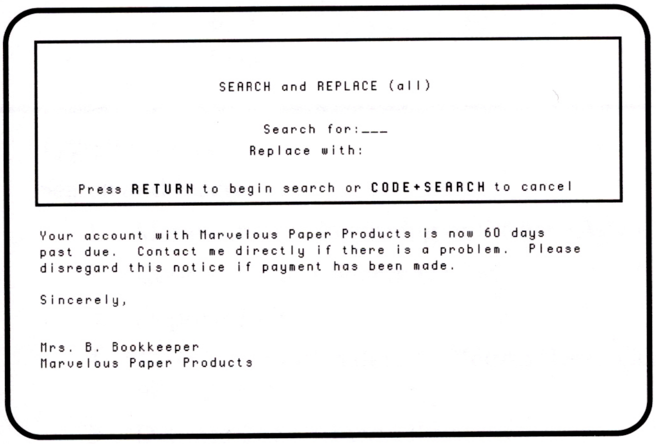
   When no more occurrences are available, Display prompts: **NOT FOUND**

How to Search and Replace all Occurrences:

You can quickly replace all occurrences of a specific word or phrase in your text.

1. Depress **Code + Search (1) Key** to activate Search.
2. Depress **4 Key** to **SEARCH** and **REPLACE (all)**.

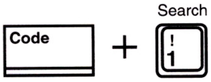
   The screen prompts:

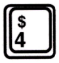


```
                 SEARCH and REPLACE (all)

                      Search for:___
                    Replace with:

 Press RETURN to begin search or CODE+SEARCH to cancel

Your account with Marvelous Paper Products is now 60 days
past due.  Contact me directly if there is a problem.  Please
disregard this notice if payment has been made.

Sincerely,


Mrs. B. Bookkeeper
Marvelous Paper Products
```

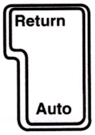
3. Repeat steps 3 through 5 above (Search & Replace).
4. Depress **Return Key** to replace <u>all</u> occurrences. Display prompts: **Replace Complete**

Replacing All:

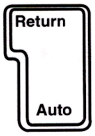
1. 

2. 

3. Type text.

4.  to replace.

5. Type replacement.

6.  to replace.

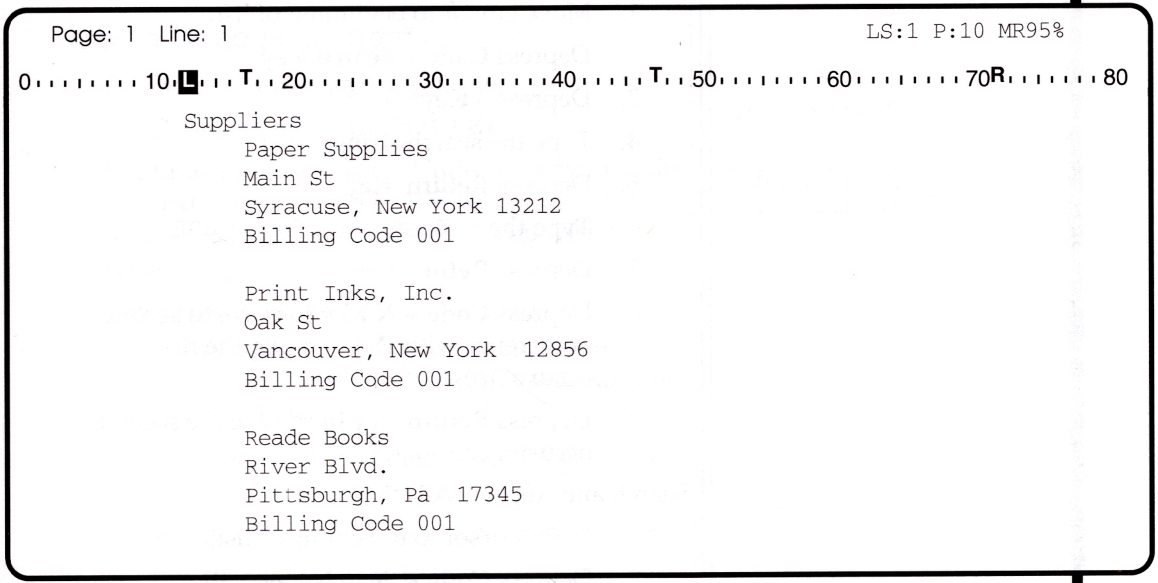
Undoing Search and Replace:

To reverse the search and replace procedure,

Depress **Code + Undo (U) Key.**

If you undo a Search and Replace All, changes are made at once. If you undo a Search and Replace Next, each time you depress **Code + Undo Key** the prior replacement is changed back to the original. (For valuable information about "Undo", see page 4-61.)

Exercises—Search/Search and Replace



```
Page: 1   Line: 1                                         LS:1 P:10 MR95%
0.........10.L...T..20.........30.........40......T..50.........60.........70R.......80
           Suppliers
                Paper Supplies
                Main St
                Syracuse, New York 13212
                Billing Code 001

                Print Inks, Inc.
                Oak St
                Vancouver, New York  12856
                Billing Code 001

                Reade Books
                River Blvd.
                Pittsburgh, Pa  17345
                Billing Code 001
```

Type the above.

Search and Insert

1. Move cursor to beginning of the list (**Adv Key** then ▲ **Key**).
2. Depress **Code + Search (1) Key**.
3. Depress **2 Key**.
4. Type `Books` then depress **Return Key**. Cursor moves to the space after `Books`.
5. Depress **Code + Insert Key**.
6. Depress **Return Key**.
7. Tab to tab location.
8. Type: `Book Wholesalers`
9. Depress **Code + Insert Key** to deactivate Insert Mode.

   Changed address should read:

   ```
   Reade Books
   Book Wholesalers
   River Blvd
   Pittsburgh, Pa
   ```

Search and Replace Selectively

1. Move cursor to beginning of list.
2. Depress **Code + Search Key**.
3. Depress **3 Key**.
4. Type the search string: `001`
5. Depress **Return Key**.
6. Type the replacement string: `002`
7. Depress **Return Key**.
8. Depress **Code + N Key** to move to second occurrence without changing the first occurrence.
9. Depress **Return Key** to replace the second occurrence.

Search and Replace All

1. Move cursor to beginning of list.
2. Depress **Code + Search Key**.
3. Depress **4 Key**.
4. Type: `St`
5. Depress **Return Key**.
6. Replace with `Street` then depress **Return Key**. `St` changes to `Street` in all occurrences.

Undoing an Action

How to Undo an Action:

To undo your previous keystroke,

Depress **Code + Undo (U) Key**.

Continue to press **Code + Undo (U) Key** to undo the next prior keystroke. It is best to use Undo immediately following an action you wish to reverse.

This feature allows you to:

- — Restore text that you typed over or deleted with the **Correct**, **WordEraser** or **LineEraser Key**.
- — Undo a block delete, block move, block copy or block case change.
- — Reverse Bold Y/N or Underscore Y/N.
- — Re-enter an Insert.
- — Reverse a Search and Replace, returning to original text.
- — Delete markers.

NOTE: The Undo memory is erased when you Reformat your text, use Paragraph Indent, Auto Center, AutoSpell, List, Special Tabs, or activate PCF. You cannot Undo an "Undo".

Undo does not function in Draft Copy, Forms Layout or in the Personal Card File.

Undoing an Action:

Code + U Undo

How Undo Works:

Keystrokes are stored in the order that they are entered.

For example:

1. You delete a word using the **WordEraser Key**.
2. Then you bold face a block of text.

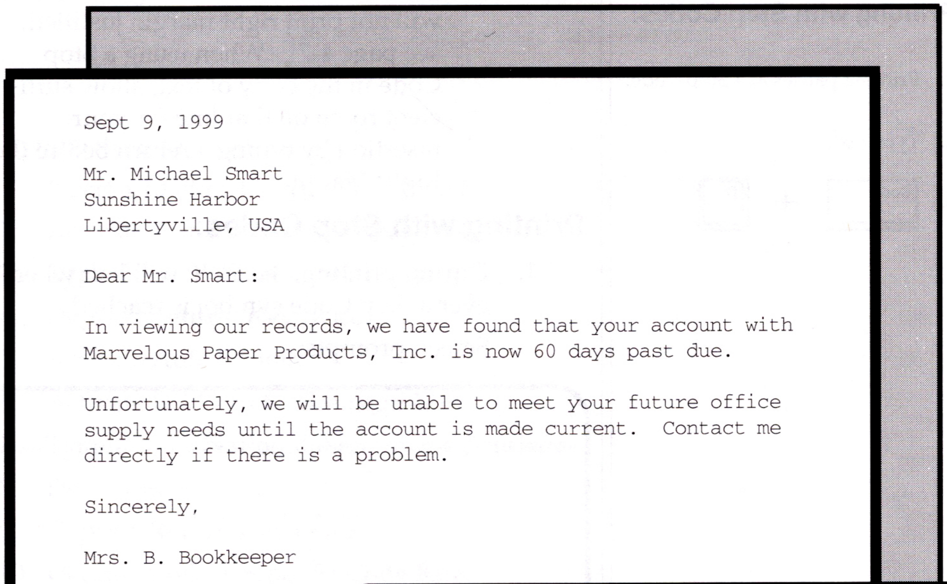
Undo them as follows:

1. Depress **Code + Undo Key**, the text is no longer bold. Text is still highlighted.
2. Depress **Code + Undo Key**, the end marker is removed.
3. Depress **Code + Undo Key**, the beginning marker is removed.
4. Depress **Code + Undo Key**, the deleted word reappears.

You can undo up to 650 individual characters or approximately 2000 buffered characters. Status Line prompts: **INVALID REQUEST** if you attempt to undo more.

Using Stop Codes

You can insert Stop Codes while entering text. During printing, the printer will halt at the Stop Codes so you can manually enter text. (Manually inserted text at a Stop Code is not stored in memory.) This can be used to individualize letters and fill in forms. For example: Each person with an account 60 days past due will receive an individualized dunning notice.



Sept 9, 1999

Mr. Michael Smart
Sunshine Harbor
Libertyville, USA

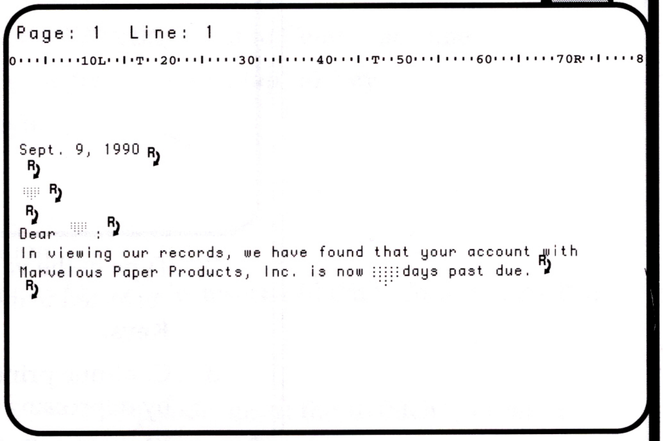
Dear Mr. Smart:

In viewing our records, we have found that your account with Marvelous Paper Products, Inc. is now 60 days past due.

Unfortunately, we will be unable to meet your future office supply needs until the account is made current. Contact me directly if there is a problem.

Sincerely,

Mrs. B. Bookkeeper



```
Page: 1  Line: 1
0···|····10L··|·T··20···|····30···|····40···|·T··50···|····60···|····70R··|····8



Sept. 9, 1990 ↵
↵
▒ ↵
↵
Dear ▒ : ↵
In viewing our records, we have found that your account with ↵
Marvelous Paper Products, Inc. is now ▒days past due. ↵
↵
```

Entering Stop Codes:

1. Pause typing.
2. Code + S Stop
3. Resume typing.

Printing with Stop Codes:

1. Printing pauses at a Stop Code.
2. Type text.
3. Code + P

How to Enter Stop Codes:

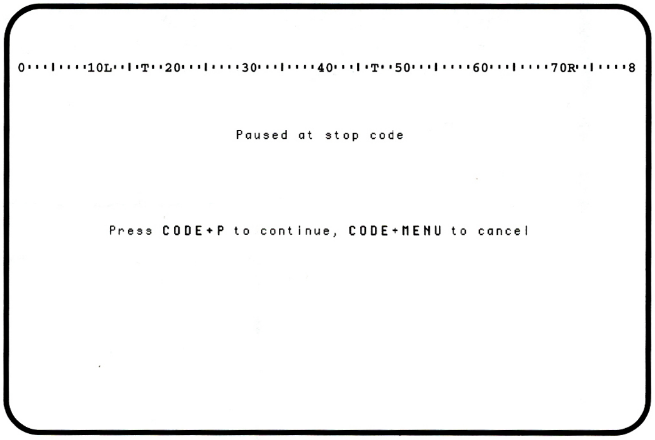
1. While typing your document, at the appropriate location, depress **Code + Stop (S) Key.** The symbol ⁞⁞⁞ appears on the screen.
2. Continue typing the text.

NOTE: Stop Codes are treated like individual characters and can be deleted and inserted. Lines containing a Stop Code will not print right margin justified, see page 4-71. When using a Stop Code in the body of text, allow sufficient room on that line for your insertion by typing a return before the Right Margin.

Printing with Stop Codes:

1. During printing, the PWP will halt whenever a Stop Code symbol is reached.

   Screen prompts:



```
0···|····10L··|·T··20···|····30···|····40···|·T··50···|····60···|····70R··|····8

                    Paused at stop code


          Press CODE+P to continue, CODE+MENU to cancel
```

2. Type in the variable text. Text can be corrected using the **Correct** or **WordEraser Keys.**
3. Continue printing the rest of the document by depressing the **Code + P Key.**

Cancelling the Printing:

Depress **Code + Menu Key** to cancel printing and return to the Main Menu.

CHANGING TYPESTYLES: You can enhance your printed materials by changing your typestyles. Entering Stop Codes at the desired location enables you to change Printwheels during printout. In the example below, the invitation is first printed in 10 Pitch Courier. The italicized text is printed in 10 Pitch Courier Italic. Then the last line is changed back to 10 Pitch Courier.

You are cordially invited
National Accounting Seminar
Washington, D.C.
May 1, 1999
Keynote Address: Tax Reform
10 Workshops & Seminars

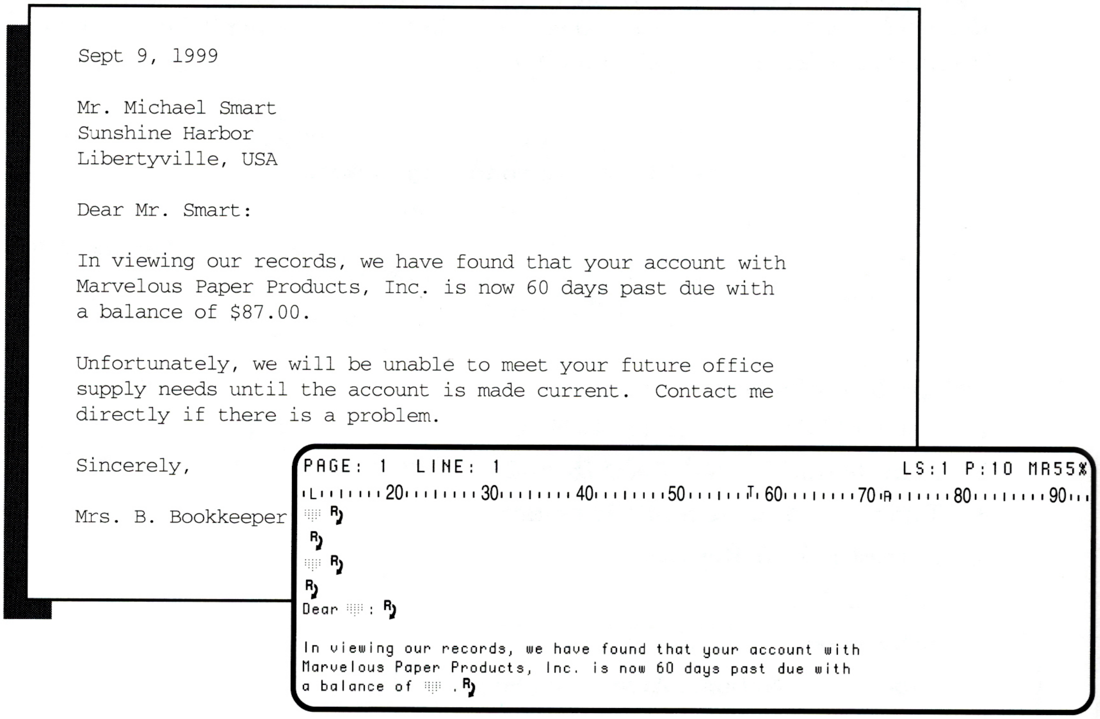
To type the invitation:

1. Insert a 10 Pitch Courier Printwheel.
2. Activate Auto Center. (See page 4-42.)
3. Type: **You are cordially invited**
4. Depress **Return Key** twice.
5. Activate Auto Center.
6. Activate Bold Print. (See page 4-39.)
7. Type: **National Accounting Seminar**
8. Deactivate Bold Print.
9. Depress **Return Key** twice.
10. Depress **Code + Stop (S) Code Key**.
11. Type the next three lines, remembering to Auto Center each line.
12. With cursor at left margin, depress **Code + Stop (S) Key**.
13. Finish typing the invitation.

Printing the Invitation:

1. Begin printing the invitation.
2. When printing pauses at first Stop Code, insert a 10 Pitch Courier Italic Printwheel.
3. Resume printing.
4. When printing pauses at second stop code, insert the 10 Pitch Courier Printwheel.
5. Resume Printing.

Application
Dunning Message #2



Sept 9, 1999

Mr. Michael Smart
Sunshine Harbor
Libertyville, USA

Dear Mr. Smart:

In viewing our records, we have found that your account with Marvelous Paper Products, Inc. is now 60 days past due with a balance of $87.00.

Unfortunately, we will be unable to meet your future office supply needs until the account is made current. Contact me directly if there is a problem.

Sincerely,

Mrs. B. Bookkeeper

```
PAGE: 1  LINE: 1                                              LS:1 P:10 MR55%
.L.......20.........30.........40.........50.......T.60.........70.A.......80.........90...
░ ↵
↵
░ ↵
↵
Dear ░ : ↵

In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due with
a balance of ░ .↵
```

SET: Left Margin - 15
Right Margin - 75

1. Clear Memory to create text.
2. Depress **Code + Stop (S) Key** (for date).
3. Depress **Return Key** twice.
4. Depress **Code + Stop (S) Key** (for the name and address of the customer).
5. Depress **Return Key** twice.
6. Type: `Dear` followed by a space.
7. Type a third Stop Code for the customer's name (for example: Mr. Smart).
8. Type: (:) a colon, then depress **Return Key** twice.
9. Type the letter as shown. After you type: `balance of` type a space and then insert a fourth Stop Code followed by a period.
10. Finish typing the letter.
11. Save the document, see page 4-79.

Print your document:

1. Automatically insert paper.
2. Begin printing document.
3. It stops immediately.
4. Enter the date.
5. Depress **Code + P Key** to advance paper to next Stop Code.
6. Type: Mr. Michael Smart
   Sunshine Harbor
   Libertyville, USA
7. Depress **Code + P Key** to resume printing.
8. Printing resumes then halts after Dear.
9. Type: Mr. Smart
10. Depress **Code + P Key** to resume printing.
11. At the next Stop Code, type the customer's balance due: $87.00
12. Depress **Code + P Key** to finish printing the letter.

    This letter can be reprinted several times inserting a different date, customer and amount due each time.

Printing Your Text

IMPORTANT... BEFORE PRINTING WHERE DOES YOUR PAGE END?

When Printing a multi-page document, printing pauses at the end of each page so you can insert paper. **However, the PWP views your entire document as one page until you Reformat it** (set automatic page endings) or unless you manually insert required page endings into your document, see page 4-6 to 4-8. When printing stops at the end of page, remove paper, automatically insert new paper, and depress **Return Key** to resume printing.

We recommend using multi-strike ribbon cassettes for a higher character yield (see page 11-3). We also suggest printing on standard bond paper for best print quality. Copier paper, erasable bonds and very heavily textured bond papers do not print well. If printing stencils, use those specifically designed for daisywheel printers.

How to Print

Printing:

1. Automatically insert paper (see page 1-7).
2. Depress **Code + Menu Key** to display the PWP Main Menu.
3. Depress **3 Key** to select print.

   NOTE: A file must be in internal memory before it can be printed. You may have to recall the document from diskette, see page 4-82.

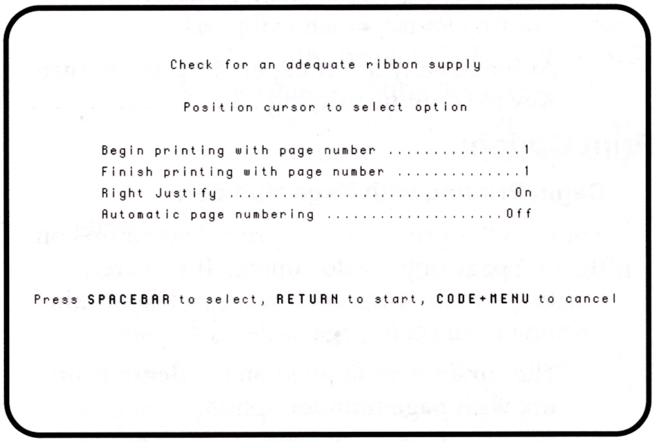
How To Print:

1. Code + Shift Paper in
2. MAIN MENU
3. # 3
4. ▼ Sub to select options.
5. Half Space

   to select *within* an option.

   Return Auto

The following Menu appears:



```
            Check for an adequate ribbon supply

              Position cursor to select option

     Begin printing with page number ...............1
     Finish printing with page number ..............1
     Right Justify ................................On
     Automatic page numbering ....................Off


Press SPACEBAR to select, RETURN to start, CODE+MENU to cancel
```

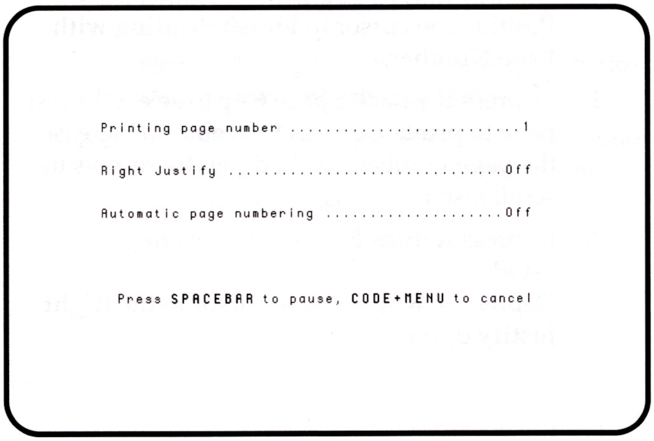
The display reminds you to check your ribbon supply. Also make sure the correct Printwheel is installed. (see page 10-5).

4. Use the ▼ **Key** to move to Menu Options. You can use the ▲ **Key** to move to previous options. (For complete details about these options, see pages 4-70 through 4-72.)

NOTE: You can cancel the Print Menu by depressing **Code + Menu Key**. Display prompts: **Printing cancelled**

5. Press **Spacebar** or **Back Space** to select within an option.

6. Depress **Return Key**. Printing begins immediately. Display prompts:



```
     Printing page number ..........................1

     Right Justify ...............................Off

     Automatic page numbering ....................Off


       Press SPACEBAR to pause, CODE+MENU to cancel
```

Printing automatically stops at the end of page to allow you to change paper. The Printing Pause screen reappears.

Automatically insert paper. Depress **Return Key** to continue printing.

Print Option:

Begin Printing with Page Number:

Your PWP is preset to start printing your text on the first page of your document. If you are printing a multi-page document, you can begin printing on another page, if desired.

1. The cursor is positioned on the **Begin printing with page number** option.
2. Depress the **Spacebar** to select the first page number to print. Depress **Back Space Key** to decrease the page number. Hold down these keys to scroll faster.
3. Depress **Return Key** to start printing
   —OR—
   Depress **▼ Key** to move cursor to **Finish printing with page number** option.

Finish Printing with Page Number:

The PWP is preset to print all pages of your text. If you have a one page document, this option will be set to 1. However, if you have a multi-page document, this option will show the number of the last page. You can print up to a specific page if desired.

1. Position the cursor to **Finish Printing with Page Number**.
2. Depress the **Back Space Key** to select the last page to print. Depress **Spacebar** to increase the page number. Hold down these keys to scroll faster.
3. Depress **Return Key** to start printing
   —OR—
   Depress **▼ Key** to move cursor to the **Right justify** option.

NOTE: You can select a "range" of pages to print. For example, to print pages 5 through 7 of a 15 page document, you would set the begin printing option to 5. Set the finish printing option to 7. To print one page, enter that page number for both the beginning and finishing options.

Right Justify:

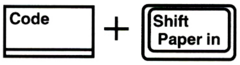
Your text normally prints with an uneven right margin. You can print with a justified right margin. You must select this option each time you wish to print this document right justified.

Justified Right Margin	Uneven Right Margin
This is a right margin justified. This is a right margin justified. This is a right margin justi- fied. This is a right margin justified. This is a right margin justi- fied. This is a right margin justified.	This is uneven right margin. This is uneven right margin. This is uneven right margin. This is uneven right margin. This is uneven right margin. This is uneven right margin.

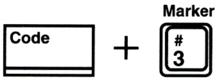
1. Position the cursor to the **Right justify** option.
2. Depress the **Spacebar** to change the **Off** to **On.**
3. Depress **Return Key** to start printing
   —OR—
   Depress ▼ **Key** to move cursor to the **Automatic page numbering** option.

NOTE: Lines containing a Stop Code, Page End symbol or a Required Return will not print right justified.

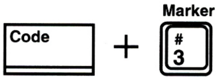
Printing Partial Pages:

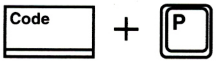
1. 

2. Position Cursor to beginning location.

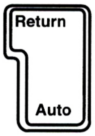
3. 

4. Position Cursor to end location.

5. 

6. 

7. Select Right Justify if desired.

8. 

Automatic Page Numbering:

The PWP can automatically number pages beginning with the second page. Numbers are printed at the top center of each page two lines above the text. You must select automatic page numbering each time you wish to print page numbers in this document.

1. Position the Cursor to the **Automatic page numbering** option.
2. Depress the **Spacebar** to select **On.**
3. Depress **Return Key** to start printing.

How to Print Sections of a Document

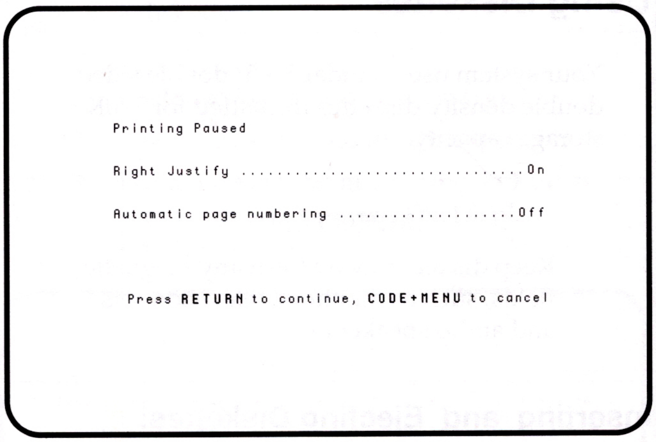
Printing Partial Pages:

1. Automatically insert paper, see page 1-7.
2. Move cursor to the first character to be printed.
3. Depress **Code + Marker (3) Key**.
4. Move cursor to the end of text to be printed.
5. Depress **Code + Marker Key**. Text is highlighted.
6. Depress **Code + P Key.** The Print Menu appears on the display.
7. If desired, select Right Justify option and/or Automatic Page Numbering.
8. Depress **Return Key** to begin printing.

To Halt Printing at Anytime

Depress **Spacebar**. Printing will stop at the end of the current line. Display prompts:

To resume printing, depress **Return Key**.



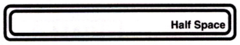
```
Printing Paused

Right Justify .................................On

Automatic page numbering ....................Off


 Press RETURN to continue, CODE+MENU to cancel
```

Cancelling a Print Job

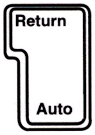
You can cancel a Print Job at any time by depressing **Code + Menu Key** to return to the Main Menu.

NOTE: After printing is completed, document remains active so you can reprint it if you wish. If you want to save the text for future use, you can store it.

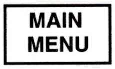
To Halt Printing:



To Resume:



To Cancel Printing:



Disk Operations

Using Diskettes

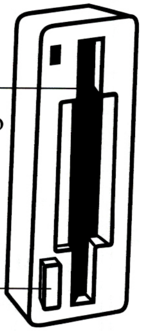
Your system uses standard 3.5" double sided double density diskettes formatted for 720K storage capacity.

IMPORTANT

Keep diskettes away form any magnetic fields, such as monitors, television sets and audio speakers.

Inserting and Ejecting Diskettes:

1. With the label to the front of the machine, insert the diskette gently into the drive until it locks into place. The release button pops out when the diskette is properly inserted.
2. To remove the diskette from the drive, press the release button and the diskette will pop out.



Insert diskette with label to the front into slot

Release Button

IMPORTANT

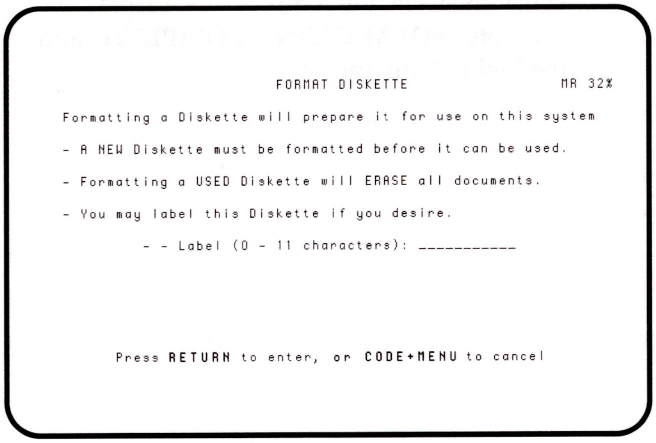
Do not remove the diskette or turn the power off while the disk drive is active; this may cause a loss of data.

Formatting Diskettes:

You must format a new diskette before it can be used. In addition, you can also erase the contents of a used diskette by formatting it.

> **Warning**
>
> Formatting erases ALL information on a diskette.

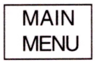
1. Switch to WP Mode if necessary.
2. Insert a diskette into the diskette drive.
3. From the Main Menu, depress **D Key** to select Format Diskette. The Display prompts:

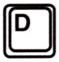


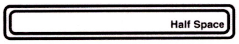
```
                    FORMAT DISKETTE                    MR 32%

Formatting a Diskette will prepare it for use on this system

- A NEW Diskette must be formatted before it can be used.

- Formatting a USED Diskette will ERASE all documents.

- You may label this Diskette if you desire.

        - - Label (0 - 11 characters): ___________




     Press RETURN to enter, or CODE+MENU to cancel
```

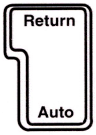
4. If desired, enter a label (name) for the diskette. This label can be up to 11 characters long. Spaces and periods are not permitted.
5. Depress **Code + Menu Key** if you wish to cancel the format procedure.

Formatting a Diskette:

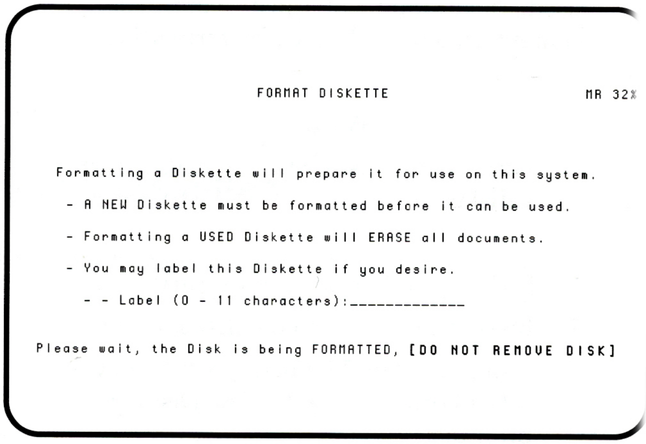
1. 

2. Insert Diskette
3. 

4. Enter a diskette name, if desired.
5. 

6. 

6. Press the **Return Key**. Formatting begins, the display prompts:

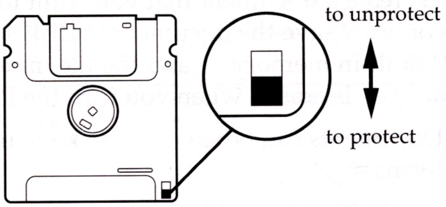


```
                         FORMAT DISKETTE                    MR 32%


 Formatting a Diskette will prepare it for use on this system.

  - A NEW Diskette must be formatted before it can be used.

  - Formatting a USED Diskette will ERASE all documents.

  - You may label this Diskette if you desire.

    - - Label (0 - 11 characters):_____________

Please wait, the Disk is being FORMATTED, [DO NOT REMOVE DISK]
```

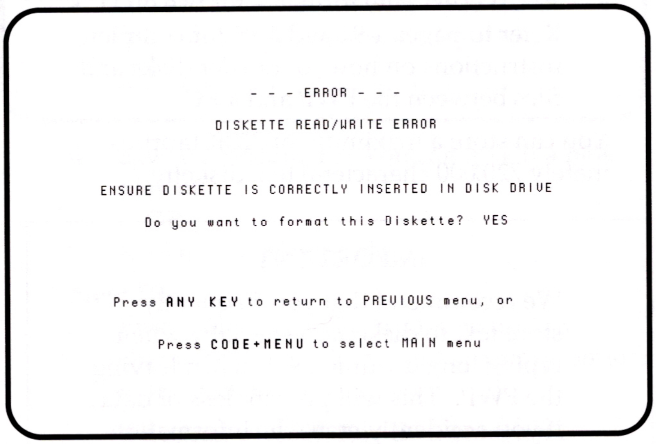
When the format is complete, the display prompts: **FORMATTING COMPLETE** and the Main Menu appears.

Write Protecting Diskettes:

Sometimes you will want to ensure that you can not erase a diskette. To prevent data from being erased, slide the write-protect switch on the 3.5" diskette down. When a diskette is write protected, you cannot store data to or erase data from that disk. To store data on the diskette, slide the write protect switch up.



Disk Errors:



```
                 - - - ERROR - - -

              DISKETTE READ/WRITE ERROR


 ENSURE DISKETTE IS CORRECTLY INSERTED IN DISK DRIVE

       Do you want to format this Diskette?  YES



   Press ANY KEY to return to PREVIOUS menu, or

        Press CODE+MENU to select MAIN menu
```

The above Disk Error Menu will be displayed under the following conditions:

1. There is no diskette in the disk drive.
2. The diskette is damaged.
3. You are trying to write (save information) to a diskette that is write protected.
4. You are trying to write (save information) to a file that is write protected.

5. There is a problem with the disk drive.
6. You have removed a diskette when the disk drive light was on.

Saving Documents

If you create a document that you want to use later on, you *must* save the document to diskette. The PWP Built-in memory — and the file in the built-in memory — is erased when you turn the PWP off.

Documents can be saved to diskette in two formats:

- Smith Corona PWP format — for use on your PWP and other Smith Corona PWPs.
- ASCII (Text File) format— for use on PC's. Refer to pages 4-91 and 4-95 for complete instructions on how to transfer disks and files between the PWP and a PC.

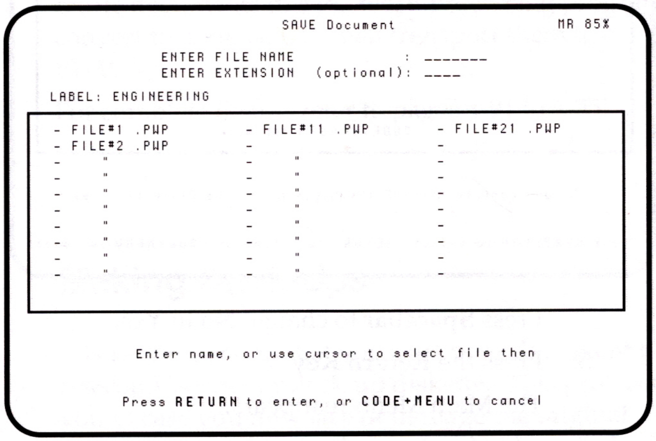
You can store a maximum of 720K (approximately 720,000 characters) to a diskette.

IMPORTANT

We recommend that you frequently store text to diskette, especially when typing long documents or when leaving the PWP. This will prevent loss of data if you accidently erase the information or a power shortage or outage occurs.

Saving Text in PWP Format

1. With newly created or edited text in memory, press **Code + Menu Key**.
2. Insert a formatted diskette into the drive.
3. Depress **4 Key** to select Save Document. The Save Document to Diskette Menu appears.



```
                         SAVE Document                       MR 85%

            ENTER FILE NAME              : -------
            ENTER EXTENSION  (optional): ----
LABEL: ENGINEERING

 - FILE#1 .PWP        - FILE#11 .PWP        - FILE#21 .PWP
 - FILE#2 .PWP        -                     -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -
 -     "              -     "               -

          Enter name, or use cursor to select file then

          Press RETURN to enter, or CODE+MENU to cancel
```

4. Save the document. You can give it a new filename,
   —OR—
   Replace an existing file.

New File

Enter a filename. Type a name up to 8 characters long. Do not use spaces or periods in the name.

If desired press ▼ **Key** then enter a *file extension*. An extension can help differentiate files. You can, for instance, give all your memos a MEM extension and letters a LET extension. Do not use PWL or PCF as extensions. These are reserved for the Personal Word List (see page 7-13) and the Personal Card File (see page 8-7).

—OR—

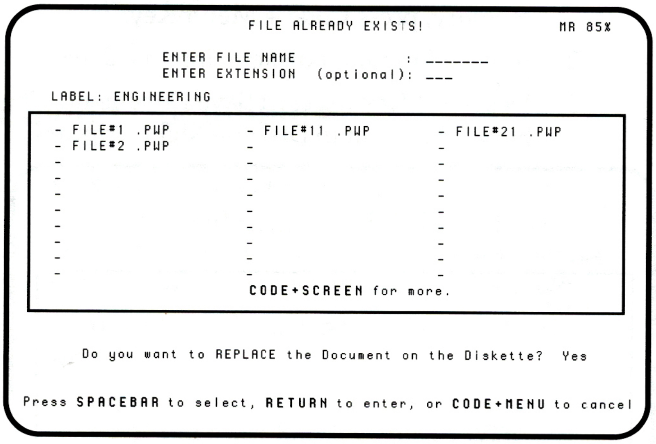
Replace an Existing File

Press ▼ **Key** to select the file.

To view additional files, press the **Code + ▶ Key** and **Code + ◀ Key**.

Depress **Return Key**.

The display prompts:



```
                         FILE ALREADY EXISTS!                          MR 85%

                ENTER FILE NAME                :  _______
                ENTER EXTENSION  (optional):  ___
   LABEL: ENGINEERING

    - FILE#1 .PWP            - FILE#11 .PWP           - FILE#21 .PWP
    - FILE#2 .PWP            -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
    -                        -                        -
                             CODE+SCREEN for more.

          Do you want to REPLACE the Document on the Diskette?  Yes

 Press SPACEBAR to select, RETURN to enter, or CODE+MENU to cancel
```

Press **Spacebar** to change **No** to **Yes.**

5. Press the **Return Key.**

   The Main Menu reappears.

Saving Document to Diskette in ASCII Format

This feature allows you to create documents on your PWP, save them to disk, then insert the disk into a PC Computer and recall the files. You can also create documents in a PC word processing program, convert them to ASCII, then transport them to a PWP.

For complete details refer to pages 4-91 to 4-95.

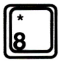
Making Back-Ups

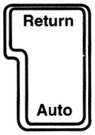
It is recommended that you save your document to a second "spare" or back-up diskette. This protects you in case you misplace or damage the original diskette. To make a back-up, simply place the back-up diskette into the disk drive and repeat the Saving instructions on page 4-79.

Copying Documents

To copy a document, recall the document from diskette (see page 4-82), and save it under a different filename (see page 4-79.)

Recalling a Document - No File in Memory

1. Insert diskette.
2. MAIN MENU
3. 

4. Select File
5. 

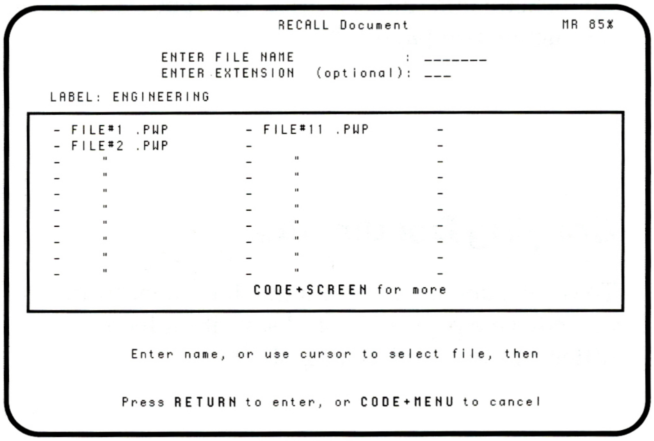
Recalling a Document from Diskette

In order to print or edit a document stored to diskette, you first have to recall it into internal memory.

You can recall Smith Corona PWP documents or ASCII files from diskette. If you recall an ASCII document, the PWP will convert any character it can not recognize to a space, and all tabs will be converted to 5 spaces.

Recalling a Document - No File in Memory:

1. Insert the diskette with the file to be recalled into the drive.
2. With the Main Menu displayed, press **8 Key** to select **Recall Document**. The following menu appears:



```
                         RECALL Document                       MR 85%

          ENTER FILE NAME                : _______
          ENTER EXTENSION   (optional):  ___
  LABEL: ENGINEERING

   - FILE#1 .PWP          - FILE#11 .PWP         -
   - FILE#2 .PWP          -                      -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
   -    "                 -     "                -
                           CODE+SCREEN for more

          Enter name, or use cursor to select file, then

         Press RETURN to enter, or CODE+MENU to cancel
```

3. Type the document name and extension (if any). If necessary, use the **Correct Key** and **WordEraser Key** to edit the entry.
—OR—
Press the **▼ Key** to the document. Use the **Code + ▶ Key** to view additional documents.
4. Press the **Return Key**. The document will be recalled.

If the screen prompts: **FILE NOT FOUND** check the directory for the exact spelling and capitalization. If it is still not found check on another disk.

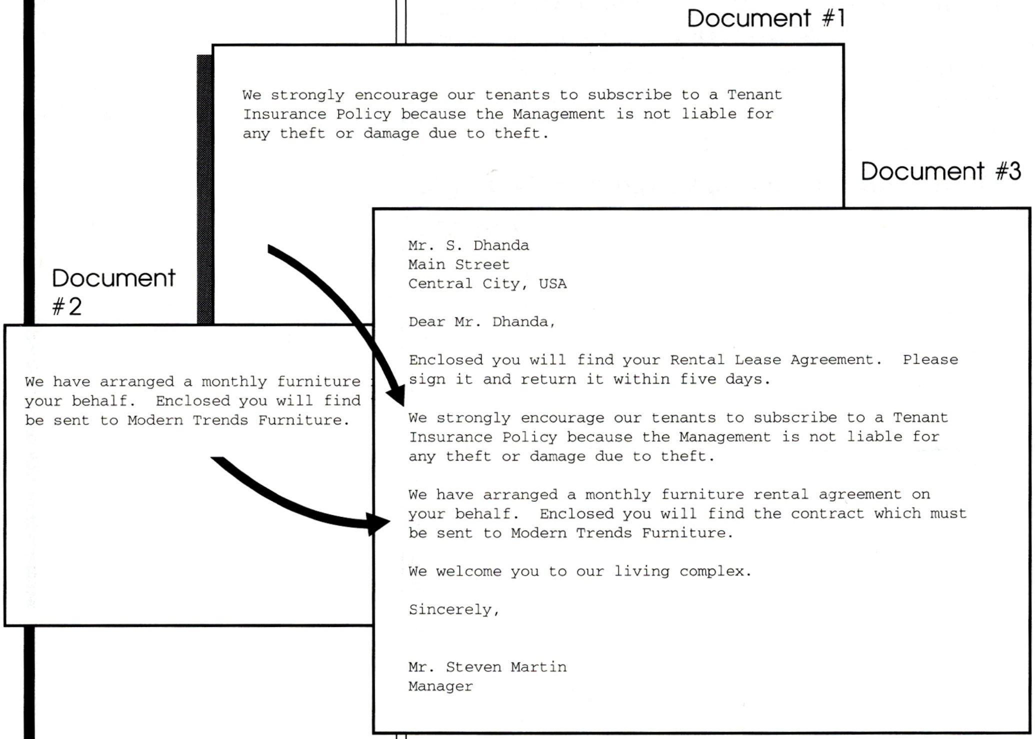
If there is text already in Memory, the screen will alert you. Depress **1 Key** to erase the text and to replace it with the recalled document. Be sure to save the text before erasing it if you need it for future use. To save, depress **Code + Menu Key** to return to the **Main Menu** then select the save option desired, see page 4-79 on Saving Documents.

The Main Menu reappears.

Depress **1 Key to Create, View** or **Edit Text.**

Combining Documents

You can combine two documents as long as you have adequate memory for the merged document. For example, while creating the Main Document below (Document 1), you can incorporate Secondary Documents (Documents 2 and 3).



We strongly encourage our tenants to subscribe to a Tenant
Insurance Policy because the Management is not liable for
any theft or damage due to theft.

We have arranged a monthly furniture
your behalf. Enclosed you will find
be sent to Modern Trends Furniture.

Mr. S. Dhanda
Main Street
Central City, USA

Dear Mr. Dhanda,

Enclosed you will find your Rental Lease Agreement. Please sign it and return it within five days.

We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.

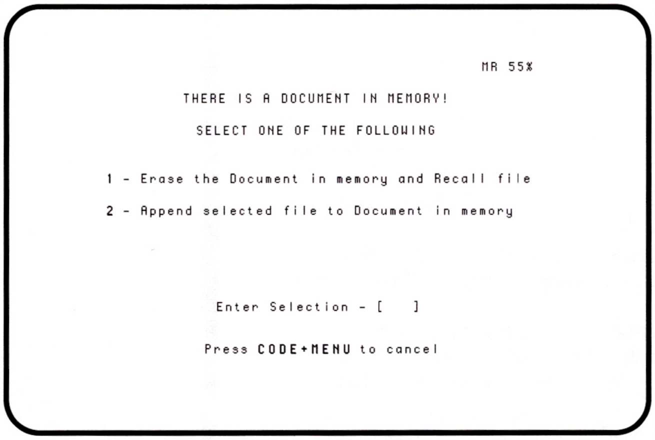
We welcome you to our living complex.

Sincerely,

Mr. Steven Martin
Manager

1. Recall the document that you want to appear first
   —OR—
   Create a new document up to the point were the second document will be inserted.
2. Depress **Code + Menu Key** to access the **Main Menu**.
3. Depress **8 Key**, **Recall Document.**
4. Depress **2 Key** to add it to the end of the existing document already in memory.
5. Move cursor to the document name.
6. Depress the **Return Key**.

   The following Menu appears.



```
                                        MR 55%
          THERE IS A DOCUMENT IN MEMORY!
            SELECT ONE OF THE FOLLOWING

   1 - Erase the Document in memory and Recall file
   2 - Append selected file to Document in memory


              Enter Selection - [   ]

             Press CODE+MENU to cancel
```

   When a document is added to one currently in memory, a carrier return is automatically entered to separate the two documents.

   Screen prompts: **Reading file**. The Main Menu returns.

7. Continue in this manner to add as many files as desired to memory — as long as there is memory available.
8. Reformat if the margins differ between combined documents.
9. Proceed to edit or print your combined documents.

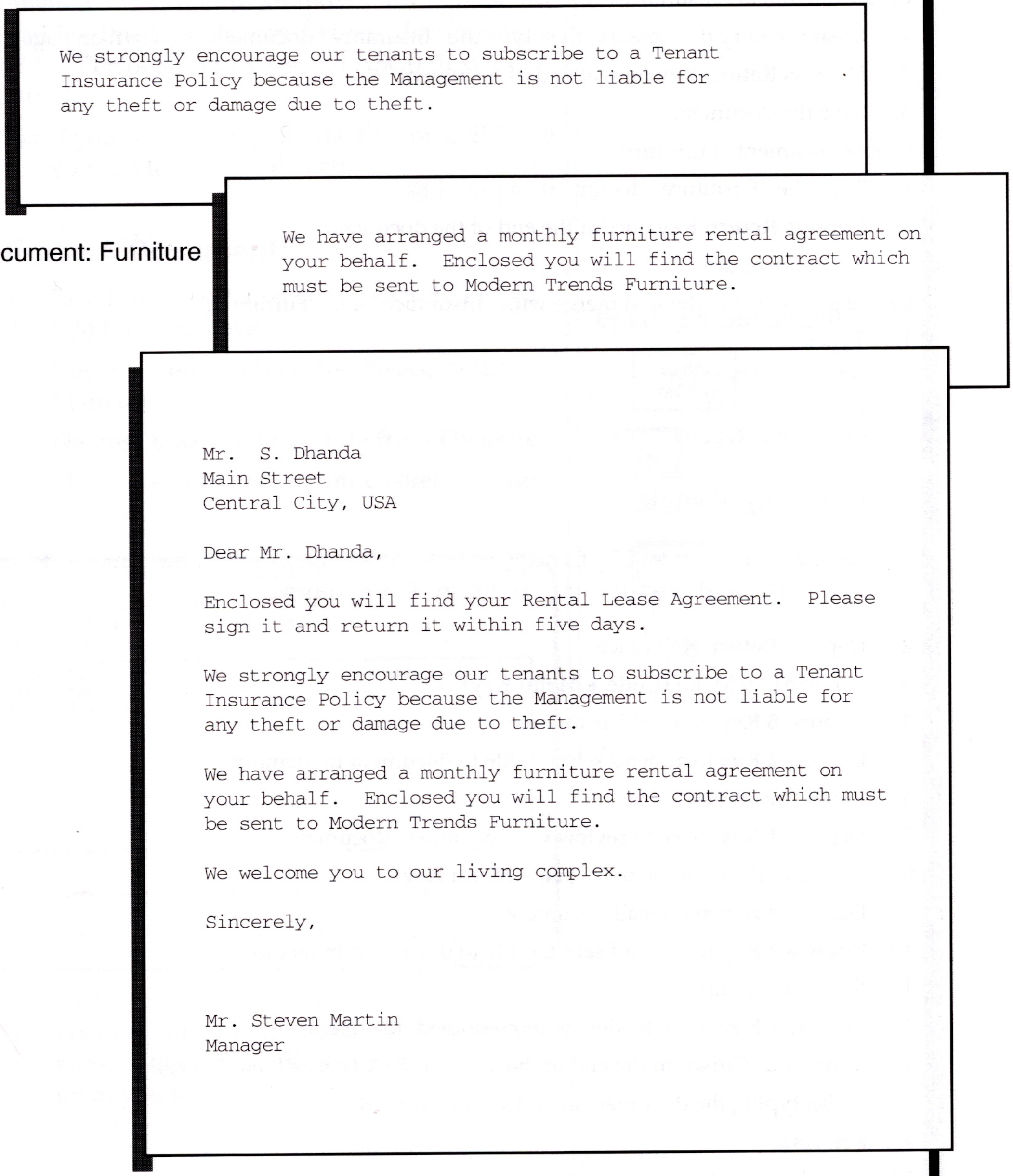
Combining Documents:

1. Recall or create first document.
2. **MAIN MENU**
3. * 8
4. @ 2
5. Cursor to document.
6. **Return Auto**

NOTE: When two or more documents are combined, the widest set of margins and the greatest number of tab settings are incorporated as the original format. Reformatting is necessary before printing when documents with different margins and tabs are combined.

Application:
The Rental Agreement

Document: Insurance



We strongly encourage our tenants to subscribe to a Tenant
Insurance Policy because the Management is not liable for
any theft or damage due to theft.

Document: Furniture

We have arranged a monthly furniture rental agreement on
your behalf. Enclosed you will find the contract which
must be sent to Modern Trends Furniture.

Mr. S. Dhanda
Main Street
Central City, USA

Dear Mr. Dhanda,

Enclosed you will find your Rental Lease Agreement. Please sign it and return it within five days.

We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.

We welcome you to our living complex.

Sincerely,

Mr. Steven Martin
Manager

Instructions on next page.

To create the Rental Agreement

Set:	Left Margin	-	12
	Right Margin	-	72

Create document "Insurance"

1. Clear memory if necessary, then type the "Insurance" document as shown on page 61.
2. Depress **Return Key** once at end of document.
3. Save the document.

Create document "Furniture"

1. Type the "Furniture" document on page 4-87.
2. Depress **Return Key** once at the end of the document.
3. Save "Furniture."

Create a "Tenant" Letter and merge with "Insurance" and "Furniture."

1. Type:

```
Mr. S. Dhanda
Main Street
Central City, USA

Dear Mr. Dhanda,

Enclosed you will find your Rental Lease Agreement.  Please
sign it and return it within five days.
```

2. Depress **Return Key** twice.
3. Exit to Main Menu (**Code + Menu Key**).
4. Depress **8 Key** to recall Document.
5. Depress **2 Key** to append selected file to document in memory.
6. Recall "Insurance."
7. Depress **1 Key** twice to review your combined documents.
8. Return to the Main Menu (**Code + Menu Key**).
9. Depress **8 Key** and recall document.
10. Depress **2 Key** to append selected file to document in memory.
11. Recall "Furniture."
12. Depress **1 Key** twice to view your combined documents.
13. Move your Cursor to the end of the document (**Adv Key** then ▼ **Key**).
14. Finish typing the document as shown on page 4-87.
15. Reformat.
16. Save the document.

Erasing Documents

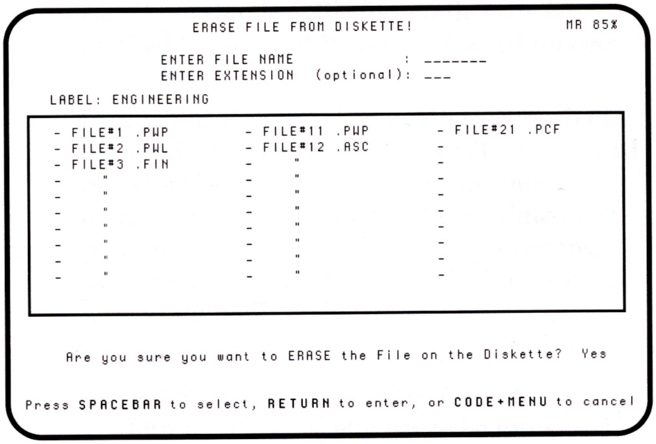
If a document is a form file or a Personal Card File, the display prompts: **(Form)** or **(Card)** after the document name as the cursor moves through the list. You can use this Erase feature to erase documents, form files, Personal Card Files and ASCII (text format) files.

NOTE: If you want to erase all the files on a diskette, you can format the diskette.

To Erase A Document:

1. Insert the diskette with the file to be erased into the disk drive.
2. Depress **Code + Menu Key** to access the Main Menu.
3. Depress **B Key** to **Erase File from Diskette.**

   The **Erase Document from Diskette Menu** appears:



```
                  ERASE FILE FROM DISKETTE!                  MR 85%

             ENTER FILE NAME             : -------
             ENTER EXTENSION  (optional): ---

   LABEL: ENGINEERING

   - FILE#1 .PWP          - FILE#11 .PWP        - FILE#21 .PCF
   - FILE#2 .PWL          - FILE#12 .ASC        -
   - FILE#3 .FIN          -    "                -
   -    "                 -    "                -
   -    "                 -    "                -
   -    "                 -    "                -
   -    "                 -    "                -
   -    "                 -    "                -
   -    "                 -    "                -
   -    "                 -    "                -

    Are you sure you want to ERASE the File on the Diskette?  Yes

 Press SPACEBAR to select, RETURN to enter, or CODE+MENU to cancel
```

4. Position cursor to the particular document name —OR— type the name of the document you wish to erase.

Erasing a Document:

1. **MAIN MENU**
2. **B**
3. Select document.
4. **Return Auto**

5. Depress **Return Key.**

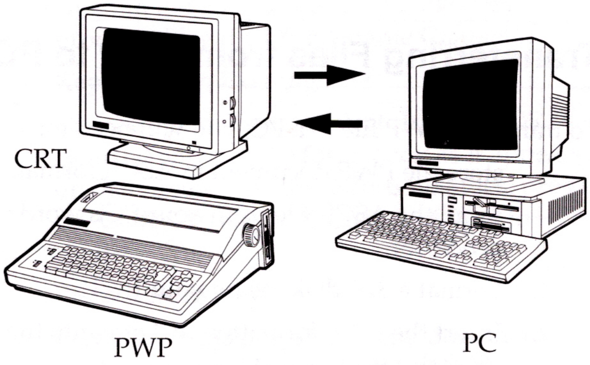
   Status Line prompts: **Are you sure? NO**

   Depress **Spacebar** or press **Y Key** to change **NO** to **YES** if you wish to erase the document
   —OR—
   depress **Return Key** or **Code + Menu Key** to cancel the erasure.

NOTE: If Status Line prompts: **Document Not Found**, check directories to locate the document. If you still cannot locate it, check other Diskettes.

Storing and Recalling Documents to and from a PC

You can transfer files from your PWP to a PC Word Processing program and visa versa — from a PC Word Processing program to your PWP.



To do either transfer, you must first convert the file into an intermediate format, called ASCII. ASCII is a standard file format that can be recalled by your PWP and most word processing programs.

During this procedure, you will lose much of the special formatting of your PWP or PC word processor. For your PWP, this includes margins and tabs, bolded and underlined text, centering and so forth. PC word processing documents will also be stripped of any special formatting they employ.

To transfer files, you will need:

- A 3.5" diskette to hold the file to be transferred. This diskette has to be formatted on your PWP.
- A PC with a 3 1/2" floppy diskette drive that can read 720K diskettes.

  —OR—

  If your PC has a 3 1/2" 1.44 MB high density floppy drive, consult your MS-DOS manual for more information on how to use disks formatted for 720K.

— A word processing program or text editor that can store and recall files to and from ASCII. Consult your word processor's manual for this information on your word processor's capability.

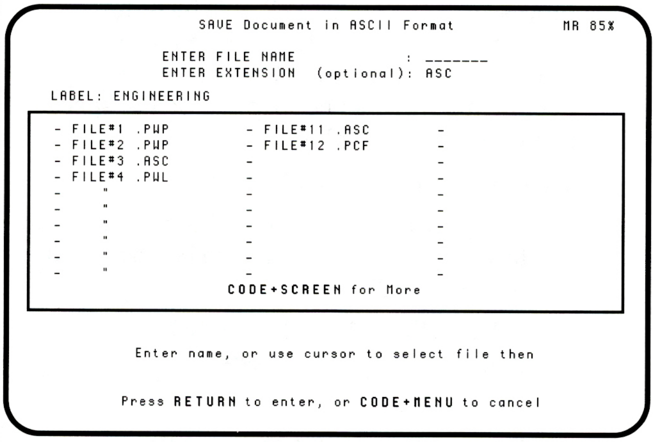
NOTE: WordPerfect allows you to store and recall ASCII files.

Transferring Files from PWP to PC

To transfer a PWP file to a PC, you will need to:

- store the PWP document in ASCII format.
- recall the ASCII file from your PC's word processor.

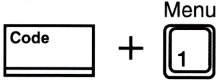
1. Format a 3.5" diskette on your PWP.
2. Insert the PWP formatted diskette into the PWP drive.
3. Recall or create the document that will be saved in ASCII.
4. Depress **Code + Menu Key** in the WP mode.
5. Depress **7 Key** to select **Store Document in ASCII Format.** The Store Document in ASCII Format menu appears.

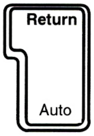


```
                    SAVE Document in ASCII Format              MR 85%

                 ENTER FILE NAME             : _______
                 ENTER EXTENSION  (optional): ASC
LABEL: ENGINEERING

  - FILE#1  .PWP          - FILE#11 .ASC          -
  - FILE#2  .PWP          - FILE#12 .PCF          -
  - FILE#3  .ASC          -                       -
  - FILE#4  .PWL          -                       -
  -    "                  -                       -
  -    "                  -                       -
  -    "                  -                       -
  -    "                  -                       -
  -    "                  -                       -
  -    "                  -                       -
                    CODE+SCREEN for More

           Enter name, or use cursor to select file then

         Press RETURN to enter, or CODE+MENU to cancel
```

6. Enter a new filename or select an existing file to replace.

PWP to PC:

1. Format Diskette in PWP
2. 

3. Select Option D.
4. Enter or cursor to filename.
5. 

6. Insert diskette in 3.5" drive of PC.
7. Recall ASCII file using your PC word processing program.

New File

Enter a filename up to 8 characters long. The extension is pre-set to ASC, however, you can change the extension if you wish.

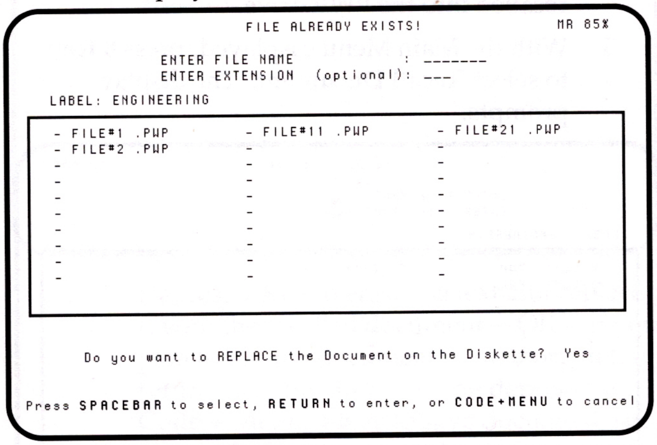
When renaming the ASCII file, follow DOS file naming conventions. See your DOS manual for more information. Note: if you enter an illegal DOS name, the PWP will prompt: Illegal DOS Filename Character.

Replacing an Existing File

Use the cursor keys to select the file —OR— type the name of the file exactly as it appears on the screen. To view additional files, press the **Code +▶ Key** and **Code + ◀ Key** to return.

Press **Return Key**.

If you are replacing an existing document, the **Document Already Exists** Menu is displayed.

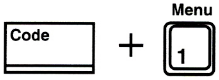


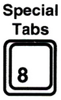
```
                         FILE ALREADY EXISTS!                       MR 85%

              ENTER FILE NAME                 : -------
              ENTER EXTENSION   (optional): ---

   LABEL: ENGINEERING

    - FILE#1 .PWP              - FILE#11 .PWP              - FILE#21 .PWP
    - FILE#2 .PWP              -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -
    -                          -                           -

          Do you want to REPLACE the Document on the Diskette?  Yes

  Press SPACEBAR to select, RETURN to enter, or CODE+MENU to cancel
```

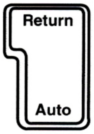
Press **Spacebar** to change **No** to **Yes**.

7. Depress the **Return Key**. The Main Menu reappears on the screen.
8. Insert the diskette with the ASCII file into a 3.5" drive on your PC.
9. Enter your PC Word Processing program and recall the ASCII file. Consult your word processing manual for more information.

PC to PWP

1. Format Diskette in PWP
2. Store PC word processing document to 3.5" diskette in ASCII format.
3. 

4. 

5. Type or cursor to document name.
6. 

Transferring Files from PC to PWP

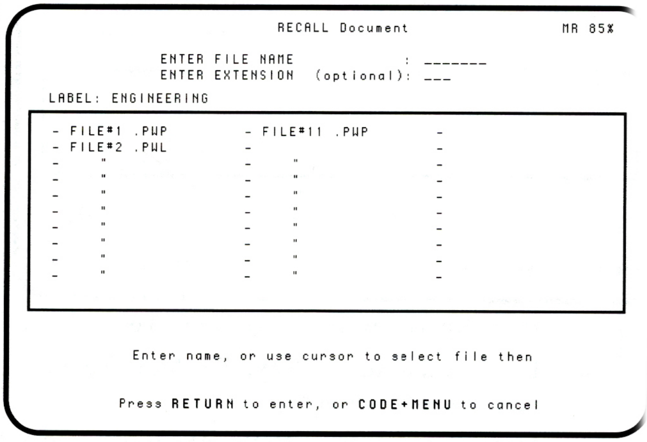
To transfer files from your PC to your PWP, yo will have to :

— store your PC word processing file as an ASCII file

— recall that file from your PWP.

1. Format a diskette in your PWP, see page 4-75.
2. Insert the diskette into a 3.5" drive on your PC.
3. Start your PC word processing program and store the document as an ASCII file to the 3.5" disk. Consult the manual for your program for more information.

   It is suggested that you give the new ASCII file an ASC extension.
4. Insert the diskette with the ASCII file to be recalled into the PWP drive.
5. With the Main Menu displayed, press **8 Key** to select **Recall Document**. The display prompts:



```
                         RECALL Document                    MR 85%

          ENTER FILE NAME              : _______
          ENTER EXTENSION  (optional): ___
LABEL: ENGINEERING

 - FILE#1 .PWP         - FILE#11 .PWP        -
 - FILE#2 .PWL         -                     -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -
 -     "               -     "               -

          Enter name, or use cursor to select file then

          Press RETURN to enter, or CODE+MENU to cancel
```

6. Type the document name and extension (if any). If necessary, use the **Correct Key** and **WordEraser Key** to edit the entry.

   —OR—

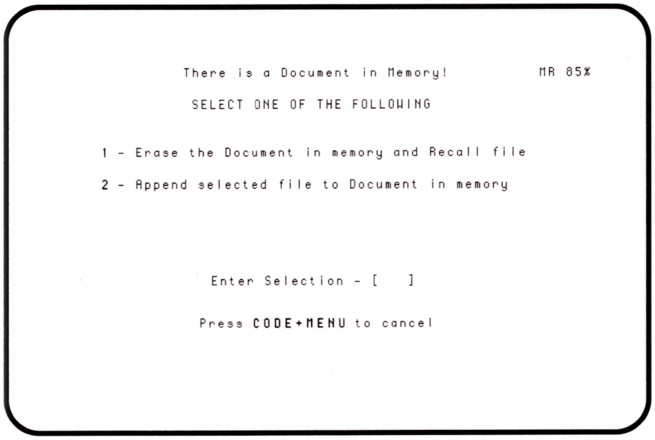
Press any of the cursor keys to point to the document. Use the **Code + ▶ Key** to view additional documents.

7. Press the **Return Key**. The document will be recalled.

The PWP will convert any character it can not recognize in the ASCII document to a space, and all tabs will be converted to 5 spaces.

If the screen prompts: **DOCUMENT NOT FOUND,** check the directory for the exact spelling of the file.

If there is text already in Memory, the screen will alert you.



```
          There is a Document in Memory!          MR 85%
           SELECT ONE OF THE FOLLOWING

  1 - Erase the Document in memory and Recall file
  2 - Append selected file to Document in memory


             Enter Selection - [   ]

            Press CODE+MENU to cancel
```

Depress **1 Key** to erase the text and replace it with the recalled document —OR— if you plan to use the document in memory in the future, save the document by depressing **Code + Menu**, **4 Key** to save document, see page 4-79 for further instructions.

Forms Layout

Forms Layout

Forms Layout can be used to automatically fill in a pre-printed form. The form's "map" is stored and later recalled to smoothly and quickly position text at precise locations.

Example: This is your form.

Central City Library

Project: ____________________________
Name: ____________________________
Address: ____________________________
____

Telephone: ____________________________

Donor: ☐ Yes Amount:$__________
☐ No

Volunteer: ☐ Yes
☐ No

Canvassing: ☐ Yes Telephoning: ☐ Yes

Other: ____________________________
____

Central City Library

Project: Library Fund Drive
Name: ░ ____________________________
Address: ░ ____________________________
____

Telephone: ░ ____________________________

Donor: ░ Yes Amount: $ ░ ________
☐ No

Volunteer: ░ Yes
☐ No

Canvassing: ░ Yes Telephoning: ░ Yes

Other: ░ ____________________________
____

You "tell" the PWP to print "Library Fund Drive" on each form and to stop at Stop Codes (░) so that you can enter information, if desired.

Setting up the Form Layout:

1. Select format setting.
2. Code + Shift
3. ! 1
4. Return Auto
5. @ 2
6. Position Print Hammer to location to fill in.
7. Enter text.

   —OR—

   Code + S Stop
8. Repeat steps 6 & 8 to complete form map.
9. Enter filename.
10. Store form file.

Using the Forms Layout Feature

Setting up the Form Layout:

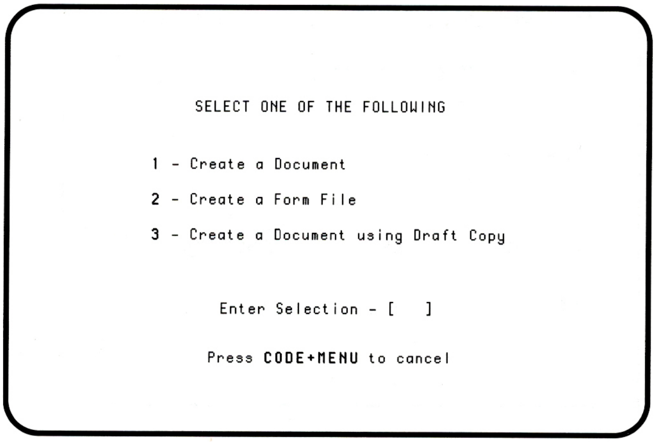
NOTE: The dictionary may beep more during this mode due to the type of text entered. You may wish to turn the dictionary off during form layout by depressing **Code + D Key**.

The Undo Feature, Auto Return and Special Tabs are inoperable.

1. Prior to beginning form layout, all fomat settings must be selected. (**NOTE:** Only one page form can be created. To do multiple pages new files must be created for each page.)
2. Insert a pre-printed form.

   Precisely line the left side of the paper with the paper alignment mark as a guide and use Auto Paper Insert (**Code + Left Shift Key**). Otherwise, alignment will be incorrect upon printout. **The paper release can be used to straighten the paper. However, DO NOT USE THE PLATEN KNOB TO POSITION THE FORM.**
3. With Main Menu displayed, depress **1 Key** to select **Create, Edit or View Document.**

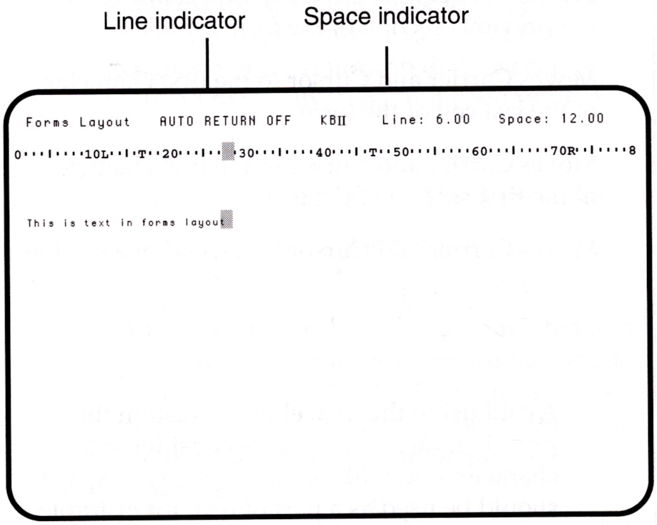
   If there is an active document in memory, save or erase that document, see page xx,
4. Depress **Return Key**. Display prompts:



```
SELECT ONE OF THE FOLLOWING

1 - Create a Document

2 - Create a Form File

3 - Create a Document using Draft Copy


Enter Selection - [   ]

Press CODE+MENU to cancel
```

5. Depress **2 Key** to **Create Form File.**

   Display prompts:



```
Forms Layout   AUTO RETURN OFF   KBII   Line: 6.00   Space: 12.00
0•••|••••10L••|•T••20•••|••▒•30•••|••••40•••|•T••50•••|••••60•••|••••70R••|••••8

This is text in forms layout▒
```

   A blinking cursor appears at the top left of a blank Screen. A corresponding cursor appears on the typing scale and will move as you type. Only the first line of the screen will display text or stop codes as they are entered. Characters are entered into memory as well as typed on the paper.

6. Position the Print Hammer to your forms fill-in positions using the ◀ , ▼, ▲ , ▶ , **Code +** ◀, **Code +** ▶, **Code +** ▲, **Code +** ▼, **Tab**, **Back Space** or **Return Keys.** These keys will not use up any memory space. Using the following keys allows for more precise positioning of information on your form:

   Depress **Code +** ◀ **Key** to slightly adjust the typing position to the left (1/60 of an inch).

   Depress **Code +** ▶ **Key** to slightly adjust the typing position to the right (1/60 of an inch).

   Depress **Code +** ▼ **Key** to slightly adjust the typing position down (1/48 of an inch).

   Depress **Code +** ▲ **Key** to slightly adjust the typing position up (1/48 of an inch).

Adv ▶ Scrn	Moves Carrier and Cursor to first character of the next section of the form.
Adv ◀ Scrn	Moves Carrier and Cursor to first character of the previous section of the form.
Adv ▼ Scrn	Moves Carrier and Cursor to the first character of the last cell of the form.
Adv ▲ Super	Moves Carrier and Cursor to the first character of the first section of the form.
Code + Return Auto	Moves Carrier and Cursor to the end of a section.

Avoid using the **Spacebar** to position the print hammer, as a space is considered a character and will use up memory. A space should be used as a part of text, for example, to separate first and last names.

The line and space location of the cursor is indicated on the Status Line of the display. These indicators can be used as a reference when positioning information on the form.

For example, an "X" is required in box 1 on line six, Micro Spacing was used so location is line 6.00 and the space is 12.66. The box below also needs an "X". Line will be 7.00, use Micro Spacing to position second line precisely under the above box at space 12.66.

7. Type text which will always print at this location.

   —OR—

   Depress **Code + Stop Code (S) Key** if you want the Print Hammer to stop at that location upon printout so that text can be entered manually. The stop code symbol (⠿) appears.

   Example: ⠿Mr. & Mrs. Everybody
   ⠿216 Some Road
   ⠿Form City, USA

   After a section of the form is completed and a **Return, Tab, Indexes** or **Micro Spacing** is depressed, the text/Stop Code disappears from the screen. To view prior information use the **Advance** and **Cursor Keys** or **Correct Key.**

   To prevent text from spilling over into other areas of the form, type spaces after the stop code. The total number of characters permitted to be entered at a stop code will then be limited to the number of spaces immediately after the Stop Code. For example:

   Your form has an entry for a phone number, including the area code, like this: ( ) - . You could then move the print hammer to the right of the "(", enter a Stop Code, and depress the **Spacebar** three times. Then, when you fill the form in, you will not be able to type more than 3 digits for the area code.

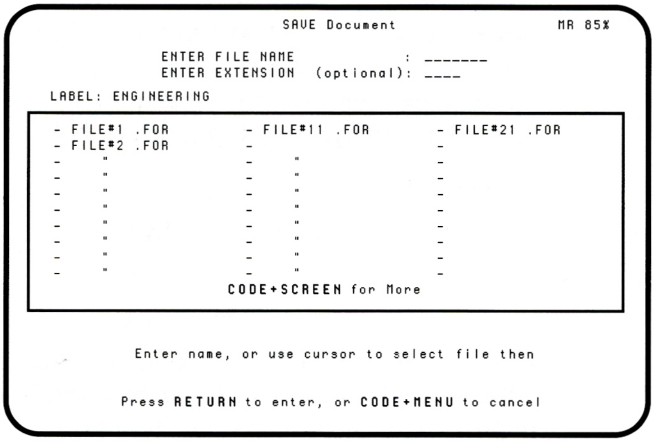
   If you mistakenly enter a stop code or text, you may use the **Correct**, **WordEraser** or **LineEraser Keys** to make your corrections. To erase a previous Stop Code and/or text, locate cursor to previous sections.

8. Repeat steps 6 and 7 until the form map is completed.

9. Depress **Code + Menu Key** to close document.

10. Depress **4 Key** to Save document.

    The **Save Document Menu** appears.



```
                         SAVE Document                     MR 85%

            ENTER FILE NAME              : _______
            ENTER EXTENSION  (optional): ____
 LABEL: ENGINEERING

  - FILE#1 .FOR         - FILE#11 .FOR        - FILE#21 .FOR
  - FILE#2 .FOR         -                     -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
  -    "                -    "                -
                   CODE+SCREEN for More

         Enter name, or use cursor to select file then

       Press RETURN to enter, or CODE+MENU to cancel
```

11. Save the form file.

    You can give it a new file name, update an existing file —OR— replace an existing file.

New File

Enter a filename. Type a name up to 8 characters long. Do not use spaces or periods. If desired, press ▼ **Key** then enter a file extension. Since a file extension can help differentiate files, it is suggested you type **FOR**, to show that this is a form file.

Do not use PWL or PCF as extensions. These are reserved for the Personal Word List and Personal Card File.

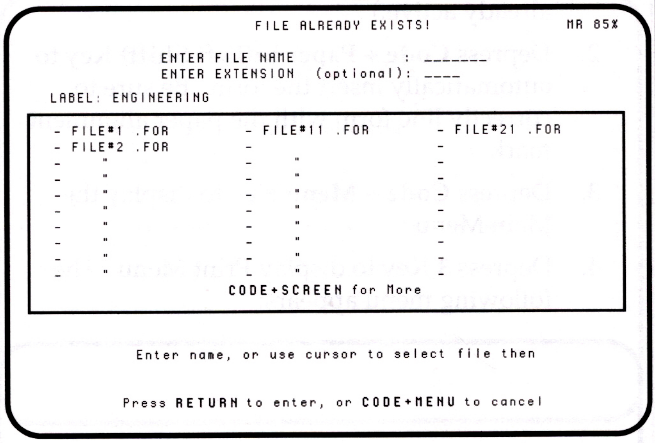
Replace an Existing File

Press ▼ **Key** to select the file.

To view additional files, press the **Code +** ▶ **Key** and **Code +** ◀ **Key**.

Press **Return Key**.

The display prompts.



```
                        FILE ALREADY EXISTS!                      MR 85%

                ENTER FILE NAME          : _______
                ENTER EXTENSION  (optional): ____
   LABEL: ENGINEERING

   - FILE#1 .FOR           - FILE#11 .FOR           - FILE#21 .FOR
   - FILE#2 .FOR           -                        -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
   -    "                  -    "                   -
                       CODE+SCREEN for More

              Enter name, or use cursor to select file then

             Press RETURN to enter, or CODE+MENU to cancel
```

Press **Spacebar** to change **No** to **Yes.**

Press the **Return Key**. The **Main Menu** reappears.

Filling in the Form:

1. **Code** + **Shift Paper In**
2. **MAIN MENU**
3. Enter name or select file.
4. **# 3**
5. **Return Auto** To print

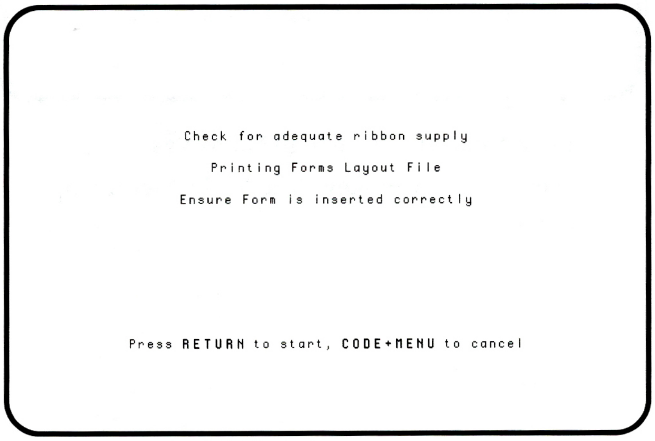
   Print Hammer stops at insert location.
6. Type text, if necessary.
7. **Return Auto**

   —OR—

   Code + **P**
8. Repeat steps 6 & 7.

Filling In the Form:

1. Recall Form File into Memory. (If it is not already active.)
2. Depress **Code + Paper In(Left Shift) Key** to automatically insert the form. Be sure to correctly line form with the paper alignment mark.
3. Depress **Code + Menu Key** to display the Main Menu.
4. Depress **3 Key** to display Print Menu. The following menu appears:



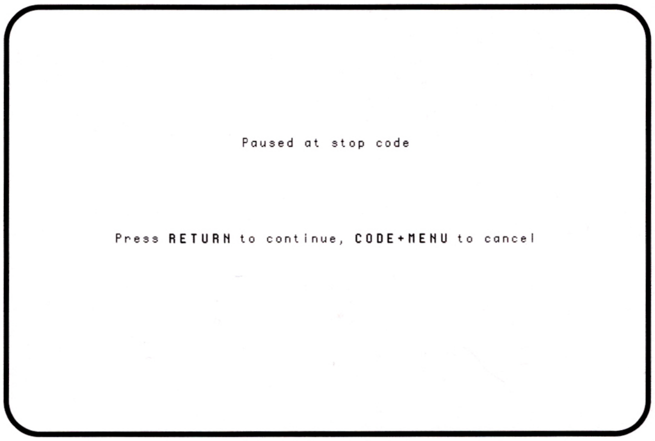
```
Check for adequate ribbon supply
Printing Forms Layout File
Ensure Form is inserted correctly



Press RETURN to start, CODE+MENU to cancel
```

The display reminds you to check your ribbon supply. Make sure the correct Printwheel is installed prior to printing.

NOTE: You can cancel the Print Menu by depressing **Code + Menu Key.**

5. Depress the **Return Key**. Print Hammer locates to the first position on the form and

begins printing. If a stop code is the first position, Display prompts:



Paused at stop code

Press **RETURN** to continue, **CODE+MENU** to cancel

6. Text can be entered at stop codes. To correct text while filling in a form, use the correction keys.

   While entering text at a stop code, you will not be able to use Subscript, Superscript, Index, Reverse Index, Auto Center or Word-Find.

7. To proceed after a stop code, depress **Code + P** or **Return Key** to continue.

   Once you advance to the next position on the form, you cannot correct prior information until the form is completely filled in. Manual Correct can then be used.

8. Repeat steps 6 and 7 until the form is completed.

Editing a Form File:

1. Recall file either from Internal Memory or the diskette.
2. Insert form to be edited so you can determine section that requires editing.
3. Use cursor movements to locate section in memory.
4. Edit using **Correct**, **WordEraser**, **LineEraser**, **Typeover** or **Insert**.
5. Store the file.

File Insert

File Insert

File Insert allows you to insert a document or phrase that you have stored to diskette into the document you are creating. In **TYPE MODE**, when you select the file to be inserted, it is immediately typed on the paper at the print hammer location. In **WP MODE** the file is inserted at the cursor position.

The inserted document can span several pages if desired or even be a single phrase. If you are in the WP Mode, the file has to fit in memory. Remember the memory area holds 55,000 characters (approximately 25 pages of text).

In TYPE MODE, if you will have to pause printing to insert another sheet of paper be sure to activate the End of Page feature if the file insert is too long to fit on the one page.

File Insert does not function in Draft Copy, Form Layout, Auto Center, Special Tabs and PCF Modes.

File Insert Example:

A college senior is preparing resumes. When she sends out a resume, she will customize sections to best fit a particular employment opportunity.

She creates two file inserts regarding her career objectives.

File Name	**File Copy**
Goal 1. PWP	I wish to teach civic and government courses to junior high school students.
Goal 2. PWP	I wish to become involved in State Government.

She creates two file inserts called Interest 1. PWP and Interest 2. PWP.

Interest 1. PWP

Organizations: Big Sister Help Program, Environmental Awareness Club, State University Honors Club.

Interest 2. PWP

Organizations: Political Advocacy Group, Common Council meetings Reporter for the University Newspaper, University Honors Club.

When writing the resume in TYPE or WP MODE, she paused at the appropriate location and inserts the appropriate file:

For Teaching

File Goal 1. PWP

File Interest 1. PWP

bnjisdbpierujgn.zlk

nvbspgoaurgpzh;lfgz.x

nvjvkfkfpkv nmbkk oofpwefpo op[op[pofawio[apwiet[a[[9-=09-09io l;;kjh ijo;poijagzLj;kl poi oipoawer;LER POIEPOIPOIPL,KPJ;FALKSD;kxl;lskd bjkopoise;hglskj;selirtpseh nbjbkxlui jkpoiuyps;oigzxlkosiertgoi oipo iga;lrk poiapoaira;lrktpaogiga;glk oia;rltgjiagjiao jiop oitogapoeirtoaerjt opaeirtopaoirtpaiotaoir poiasretakga;zslirtpoaisrt kjpaortiaptoiajktl;aoito poairtpaoiuiopoipaowitupaoit;lgk gknvbkjl;rfli i iopaseligfjhgpoaig oaisrtpoair;lsirapga;lrsig;glk poai poiargpaoirgt ;p;oigflkfpg;oiag;l

For State Government Application

nbkzxdfgijz

bnkjseprgoier;nblz

nvjvkfkfpkv nmbkk oofpwefpo op[op[pofawio[apwiet[a[[9-=09-09io l;;kjh ijo;poijagzLj;kl poi oipoawer;LER POIEPOIPOIPL,KPJ;FALKSD;kxl;lskd bjkopoise;hglskj;selirtpseh nbjbkxlui jkpoiuyps;oigzxlkosiertgoi oipo iga;lrk poiapoaira;lrktpaogiga;glk oia;rltgjiagjiao jiop oitogapoeirtoaerjt opaeirtopaoirtpaiotaoir poiasretakga;zslirtpoaisrt kjpaortiaptoiajktl;aoito poairtpaoiuiopoipaowitupaoit;lgk gknvbkjl;rfli i iopaseligfjhgpoaig oaisrtpoair;lsirapga;lrsig;glk poai poiargpaoirgt ;p;oigflkfpg;oiag;l

File Goal 2. PWP

File Interest 2. PWP

Using File Insert

Creating an Insert File

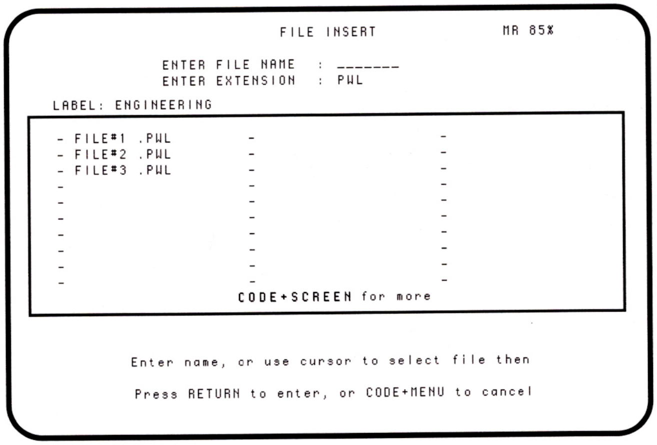
1. Create an Insert document just as you would create a Word Processing file, see pages 4-11.
2. Save the file to diskette as you would any other document (see pages 4-79). It is best to give the file a PWP extension, since only files with the PWP extension will be displayed during the file insert procedure.

Inserting a File

1. If in Type Mode, press **Code + Return Key** to activate Auto Return. Otherwise, the document will print beyond your margins.
2. Position the print hammer (Type Mode) or cursor (WP Mode) to the point where the file is to be inserted.

   NOTE: In Type Mode, File Insert will type over existing text if any.
3. Insert the diskette that contains the file to be inserted.
4. Depress **Code + File Insert (6) Key** to activate File Insert.

   The File Insert Menu is displayed.



```
                        FILE INSERT                MR 85%

              ENTER FILE NAME   : _______
              ENTER EXTENSION   : PWL
  LABEL: ENGINEERING
   - FILE#1 .PWL         -                   -
   - FILE#2 .PWL         -                   -
   - FILE#3 .PWL         -                   -
   -                     -                   -
   -                     -                   -
   -                     -                   -
   -                     -                   -
   -                     -                   -
   -                     -                   -
   -                     -                   -
                    CODE+SCREEN for more

          Enter name, or use cursor to select file then
          Press RETURN to enter, or CODE+MENU to cancel
```

Inserting a File

1. If in Type Mode:

   Code + Return Auto

2. Position the Print Hammer or cursor.
3. Insert diskette.
4. Code + File In ^ 6
5. Type or select file to insert.
6. Return Auto

In Type Mode:

To Stop Printing:

Code + S Stop

Code + P

Code + 6

NOTE: only documents with a PWP extension will be displayed.

5. Type the name of the document you wish to insert. You can type in a file name that does not have a PWP extension even though it does not appear in the directory.

   Use the **Correct**, **WordEraser** or **Backspace Keys** to correct an entry if needed.

   —OR—

   Position the cursor to a file using the cursor keys.

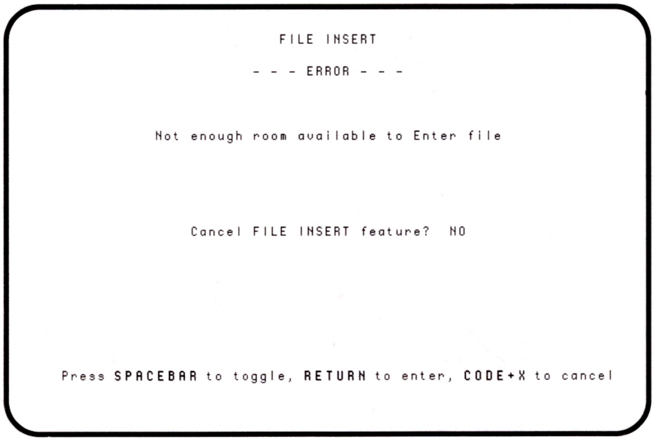
6. Depress **Return Key**.

Type Mode	The block of text will begin printing. If needed, press **Code + S Key** to stop printing.
WP Mode	The text is inserted into the document.

Any characters underlined or bolded in the Insert document will also be bolded or underlined when printed.

Once a file is inserted, the dictionary if activated will check the last word. List, Spell or Thesaurus, if activated, will also check the last word.

If there is not enough memory for the Insert, the following menu is displayed:



```
                    FILE INSERT

                  - - - ERROR - - -


         Not enough room available to Enter file



            Cancel FILE INSERT feature?  NO




 Press SPACEBAR to toggle, RETURN to enter, CODE+X to cancel
```

Depress the **Return Key** to select another file to insert —OR— **Spacebar** and **Return Key** or **Code + X Key** to cancel the File Insert procedure.

Spell-Right Dictionary

Spell-Right® Dictionary and Grammar-Right

Spell-Right® Dictionary

Dictionary — a 75,000 word* built-in electronic dictionary which instantly signals misspelled or mistyped words.

WordFind® — finds misspelled and mistyped words. Proofreads text in memory.

Word-Right® AutoSpell® — suggests alternative spellings for incorrectly spelled words and automatically replaces them.

List — enables you to look up any word in the electronic dictionary.

Personal Word List — lets you add approximately 300 specialized words to the dictionary.

*Dictionary size may vary per country.

Grammar-Right Features

Thesaurus — offers synonyms for over used words and can automatically replace the original word.

Word Count — counts the total number of words in a document.

Word Alert™ — should you use affect or effect? Word Alert helps clear the confusion by offering definitions of the 1600 most commonly confused words. You can automatically replace the original word with the correct word.

Punctuation Check — checks your text for 14 different types of typing punctuation errors.

How To Use The Dictionary

A group of letters are considered a word when followed by a Space, Carrier Return, Tab, Index, Reverse Index, Half Space, Pitch change, number, or any non-alpha character.

Using the Dictionary:

Each time your PWP is turned on, the dictionary is activated.

1. Type your text as usual. When you mistype or misspell a word or type one that is not found in the dictionary, a two-toned beep is heard and the Lock Light flashes.

   Status Line prompts: **Spell-Right**

2. Correct the word using the **Correct** or **WordEraser Key.** The corrected word will also be checked.

Turning the Dictionary Off/On:

To Turn the Dictionary Off:

Depress **Code + D Key**. No beep is heard.

In TYPE MODE, the **Spell-Right Status Setting** changes to **Off**.

In WP MODE, the Status Line prompts: **Spell-Right OFF**. Depress **Code + Grammar-Right** to display the Grammar Right Menu. Press the **Spacebar** to change the Spell-Right status from **On** to **Off**

To Turn it Back On:

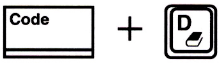
Depress **Code + D Key.** A beep is heard.

In TYPE MODE, the **Spell-Right Status Setting** changes to **On**.

In WP MODE, the Status Line prompts: **Spell-Right ON**. Depress **Code + Grammar-Right** to display the Grammar Right Menu. Press the

Turning Dictionary Off/On:

From Keyboard:



Spacebar to change the Spell-Right status from **Off** to **On.**

Dictionary Pointers

Spell-Right beeps:

Double Word Check — if you type two identical words one after the other:

as as word word

Status Line prompts: **Double Word**

Capitalization Check — it beeps if the first word following a period, question mark, or exclamation point and two spaces **is not capitalized:**

at the dance. we

Status Line prompts: **Capitalization**

The dictionary also beeps when it finds:

werd	misspelling
wrod	transposition
worrd	double strike
wo rd	unwanted space
wrd	character omission

Spell-Right will not check:

Capitalization (except as noted above)
Single characters
Numbers
Any non-alpha character

Only the **root words** of hyphenated words and **words followed by an apostrophe** (') or apostrophes ('s) will be checked — not the placement of hyphens or uses of apostrophes.

Example: Mother-in-law (would be accepted)
Mother in-law (would be accepted)
His' (would be accepted)
His's (would be accepted)

Hyphens — if a word is hyphenated and the hyphen is followed by a carrier return, the spell check will continue from one line to the next.

Example: Congratulations on the
purchase of your new full func-
tion PWP word processing system

The word "function" would be checked.

WordFind®

When you type very fast, you may type a few words after you hear the beep signal an incorrect word.

TYPE MODE —WordFind will locate errors within Correction Memory.

WP MODE —WordFind locates errors throughout the document.

To Find the Incorrect Word:

1. Depress **Code + Find (F) Key.**

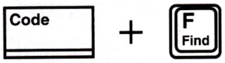
   TYPE MODE — The print hammer glides back to the incorrect word and the Shift Lock Light flashes. Status Line prompts: **Spell-Right**. A beep is heard.

   WP MODE — The cursor glides back to the incorrect word. Status Line prompts: **Spell-Right**. A beep is heard and the Shift Lock Light flashes.
2. Correct the word using **WordEraser** or **Correct Key**.
3. To continue finding more errors, depress **Code + Find Key** again to glide back to another error.

   In TYPE MODE, when you depress **Code + Find Key**, but there are no more errors on the line, the Print Hammer automatically returns to your last typing position.

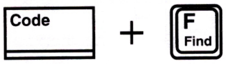
Using WordFind:

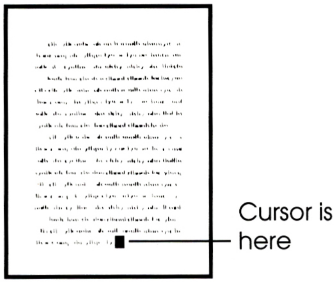
1.

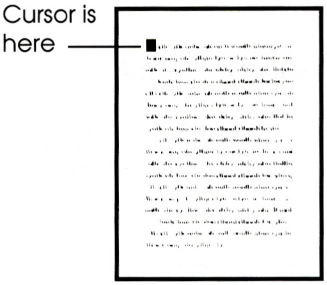


Cursor glides to error.

2. Correct error.







To Proofread Your Entire Text:

There are two ways to use WordFind to proofread text in WP Mode.

1. Type the entire text.
2. Depress **Code + Find Key.**
3. Continue to depress **Code + Find Key** to locate all errors from the end of the text backward to the beginning.

—OR—

1. Recall a stored file.
2. Depress **Code + Find Key**.
3. Continue to depress **Code + Find Key** to locate all errors from the beginning of the text to the end.

NOTE: If Draft Copy is activated while storing text, WordFind is inoperative.

List

The List Feature lets you look up and automatically transfer words in the dictionary to your text or screen.

In TYPE MODE, LIST works within correction memory.

To List or Look up a Word:

You can activate List two ways:

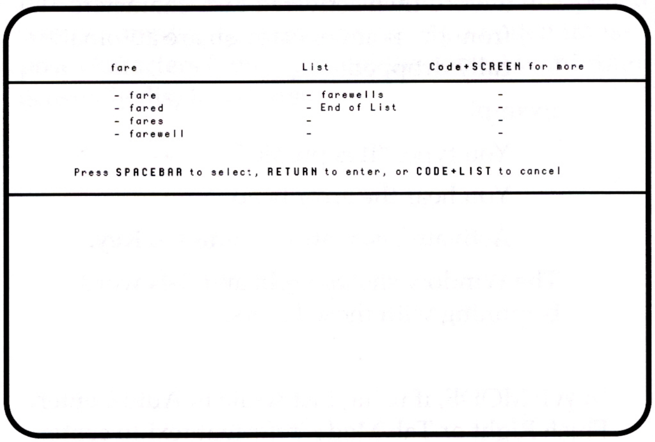
1. Activate List by depressing the **Code + List (L) Key**.
2. Partially type a word (up to 25 characters). For example, to look up "farewell", type "fare" or as much of the word as you know.
3. Depress **Return Key** to see words beginning with "fare."

—OR—

1. Partially type a word.

   Example: "fare"
2. Depress **Code + L Key** to activate **LIST.**

   List Window appears with words beginning with "fare":



```
    fare                         List          Code+SCREEN for more
    - fare                       - farewells          -
    - fared                      - End of List        -
    - fares                      -                    -
    - farewell                   -                    -

Press SPACEBAR to select, RETURN to enter, or CODE+LIST to cancel
```

Using List:

1. Code + L List
2. Type part of the word.
3. Return Auto

—OR—

1. Type part of the word.
2. Code + L List
3. Make selection.

   Code + ▶ Scrn

   Display more words if available.

   Code + ◀ Scrn

   to return to prior words.
4. Return Auto

The cursor is located at the first word. Words in the Personal Word List are displayed first. See "Personal Word List," page 7-13. Then, those in the built-in dictionary are listed.

3. Position cursor to the correct word.

   Use your ▶ and ◀ **Keys** to move from row to row and word to word.

   If more than 12 words are available,

   Depress **Code** + ▶ **Key** to bring up more words.

   Depress **Code** + ◀ **Key** to return to prior words. At the end of the List, **End of List** is displayed.

4. Make your selection or exit List Mode.

   When the cursor is located on the desired word, depress the **Return Key** to select the word. Any incorrect characters already on paper or screen will automatically be corrected.
   —OR—
   If you decide **not** to select a word or if no matching words are available, depress **Code + L Key** to exit List. No beep is heard.

NOTE: If you heard the error beep while typing a word then activated List, characters from the point of error on are automatically dropped.

Example:

You type, "It is probla"

You hear the error beep.

Activate List feature: **Code + L Key.**

The Window shows probl and lists words beginning with those letters.

In WP MODE, if using List while in Auto Center, Flush Right or Tab Mode, reformat text to center text properly after deactivating the feature.

Word-Right® AutoSpell®

The Word-Right AutoSpell feature can automatically replace a misspelled word with a correctly spelled alternative.

AutoSpell checks for these common types of errors:

Common typographical errors
Transpositions
Omitted characters
Extra characters
Incorrect characters
Phonetic substitutions
Hands shifting left or right on keyboard

AutoSpell then displays correct spelling alternatives:

For example: If you type:

"I have writen"

Word-Right AutoSpell alternatives may include:

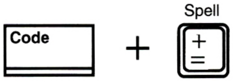
write
writer
writes
written

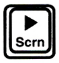
You select the correct word, the error is erased and the selected word appears in its place.

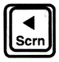
AutoSpell also learns and remembers your mistakes. Your PWP quickly "learns" the types of mistakes you most often make and offers alternatives to misspelled words accordingly. For example, if you often transpose characters (you type: teh) the correct word (the) is usually displayed first.

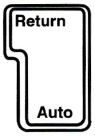
Using AutoSpell:

1. Position Cursor to word.

2. 

3.  to select word.

 to return to prior word.



To Activate AutoSpell:

In TYPE MODE, AutoSpell works within the correction memory.

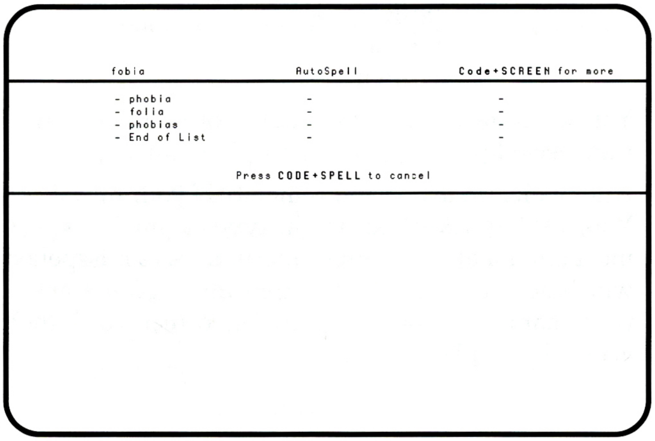
1. When you misspell a word, the PWP beeps and the Shift Lock light flashes. Status Line prompts: **Spell-Right** DO NOT SPACE AFTER THE WORD
   —OR—
   If you typed beyond the error, use the ◀ **Key** or **WordFind** to go back to the incorrect word.

2. Depress the **Code + Spell (=) Key.**

   A beep is heard.

   The AutoSpell Window appears on the display.

   For example, if you typed "fobia" instead of "phobia," then activated AutoSpell, the Spell-Right Window would show:



```
fobia                 AutoSpell             Code+SCREEN for more
 - phobia                 -                       -
 - folia                  -                       -
 - phobias                -                       -
 - End of List            -                       -
                  Press CODE+SPELL to cancel
```

The incorrect word appears in the window and is followed by alternative spellings. As the PWP continues to search for more words, the window prompts: **THINKING**

Words are displayed as they are available. Personal Word List words are included. If no alternatives are available, the screen prompts: **No Alternatives.**

3. Position cursor to the correct word.

   Use your ◀ and ▶ **Keys** to move from row to row and word to word. If more than 12 words are available, the window prompts: **CODE + SCREEN For More.** Depress **Code + ▶ Key** to bring up more words.

   You can depress **Code + ◀ Key** to return to prior columns. At the end of the List, screen prompts:

   End of List

4. Make your selection or exit AutoSpell.

   When the cursor is pointing to the correct word, depress the **Return Key**.

   In **WP MODE**, the original word is erased and the new word inserted.

   In **TYPE MODE**, if you select a word that is larger or smaller than the original word and there is text to the right, your PWP erases the text back to the error. It inserts the replacement and reprints the rest of the line.
   —OR—
   If you decide not to select a word or if no alternative is available, depress **Code + Spell Key** to exit AutoSpell. No beep is heard.

NOTE: In WP MODE, if using AutoSpell while in Auto Center, Tab Center, or Flush Right Tab Modes, reformat text to align text properly after deactivating the feature.

Exercises - Spell-Right Dictionary

Using WordFind and List

1. Move Mode Selector to TYPE MODE. Insert paper.
2. Turn the Dictionary ON if it is deactivated, (Code + D Key).
3. Type the following and type the word `Researchres` as shown below. At the end of the sentence do not depress **Return Key**.

   `Researchres use many types of sources for their information.`
4. Depress **Code + F Key** to Find your typing error. Print Hammer glides back to Researchres.
5. Use the **Correct Key** to change `Researchres` to `Researchers.`
6. Depress **Adv** then ▶ to return to end of the line.
7. Depress **Return Key** to move to next line.

1. Type: `The ency`
2. Depress **Code + L Key** to find the correct spelling for the word encyclopedia.

   List Window appears.
3. Position cursor to the word, encyclopedia.
4. Depress **Return Key** to select the word. encyclopedia prints.
5. Continue typing: `is one excellent source of information.`

Using WordFind & AutoSpell to Proofread & Edit a Document

1. Move Mode Selector to WP MODE.
2. Create a new document.
3. Type the following. Type the incorrect words as shown below.

   `When I first started to write this research paper, I almost`

   `paniked. I am not a very good researcher. Now that the`

   `project is done, I feel great! I know I will get an`

   `excellent grade on such a scholarly endeaver.`
4. Depress **Adv** + ▲ to move cursor to the beginning of the document.
5. Depress **Code + Find Key** to begin proofreading your document.
6. Cursor moves to `paniked.`
7. Depress **Code + Spell (-) Key** to activate AutoSpell feature to find the correct spelling.
8. The AutoSpell Window appears. Move cursor to word `panicked.`
9. Depress **Return Key**. The PWP automatically replaces `paniked` with the word `panicked.`
10. Depress **Code + Find Key** again. Cursor moves to `endeaver.`
11. Depress **Code + Spell (-) Key** to activate AutoSpell feature.
12. The AutoSpell Window appears. Move cursor to word `endeavor.`
13. Depress **Return Key** to automatically replace `endeaver` with the correct spelling.

Personal Word List

Frequently used specialized terms that are not contained in the built-in Spell-Right Dictionary can be added easily. For example:

- individual names
- foreign words
- scientific terms

You can add approximately 300 words, depending upon their length, to each Personal Word List you created and you can create as many PWLs as you can store on a diskette. For example, you can create a BUSINESS PWL, LEGAL PWL, SCIENCE PWL. You can only use one list at a time.

To Enter Words in the Personal Word List:

TYPE MODE and WP MODE —

You can add words to the Personal Word List in either mode.

1. Type the word. DO NOT space after the word.

   If the dictionary is turned on, a beep is heard and the Shift Lock Light flashes even though the word is spelled correctly.

2. Depress **Code + E Key**.

   Status Line prompts: **Personal Word Entered** If the word is in the dictionary, Screen prompts: **Already Exists**

   If the Personal Word List is full the screen prompts: **Personal Word List Full**

NOTE: You can also depress **Code + E Key** to enter a word into the dictionary after typing it in a document or during the WordFind function.

Adding Words:

1. Type the word.

Code + E

Exceptions:

1. Your words can not be more than 24 characters.

   Status Line prompts: **Word Too Long**

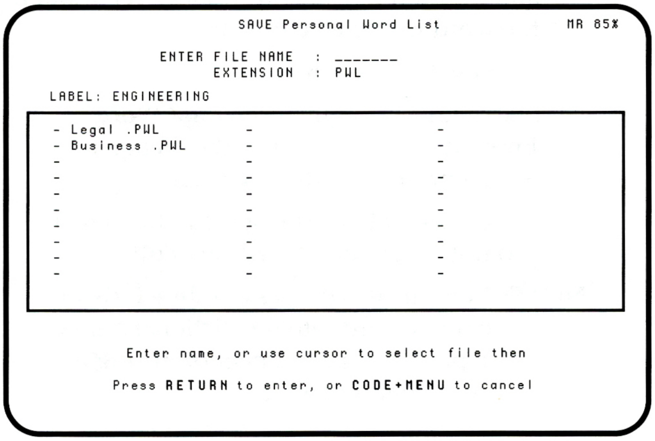
2. Numbers, spaces and non-alpha characters cannot be entered. Status Line prompts: **Invalid Word.**

Storing the Personal Word List:

At the end of each typing session you will need to store the additional words to diskette before turning the PWP off. These words are added to any others previously stored on the disk.

1. Prepare a diskette that will be used to store your Personal Word List.
2. At the end of each typing session, insert the diskette into the disk drive.
3. Depress **Code + Menu Key**.
4. Depress **6 Key** to select **Save Personal Word List.**

   The Personal Word List Menu is displayed. Only files with the PWL extension will be listed.



```
                 SAVE Personal Word List                    MR 85%

         ENTER FILE NAME  :  _______
                EXTENSION  :  PWL
LABEL: ENGINEERING

 - Legal .PWL              -                    -
 - Business .PWL           -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -
 -                         -                    -

          Enter name, or use cursor to select file then

        Press RETURN to enter, or CODE+MENU to cancel
```

Storing Personal Word List:

1. Format a diskette.
2. After typing session, insert diskette.
3. MAIN MENU
4. ^ 6
5. Enter filename.
6. Return Auto
7. Remove PWL diskette.

5. If this is the first Personal Word List you are creating or if creating a new one, enter a filename. Do not type an extension. The PWL extension is automatically given to a PWL file
   —OR—
   If updating an existing Personal Word List, type in the filename or depress ▼ **Key** to select that filename.
6. Depress the **Return Key**.

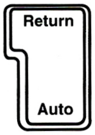
   If you are overwriting an existing file, the display prompts: **ARE YOU SURE?** depress **Y Key**.

   The PWL file is updated and saved.
7. Remove the PWL diskette from the disk drive.

Using Personal Word List:

1. Insert Personal Word List diskette.
2.

3.

4. Select file.
5. 

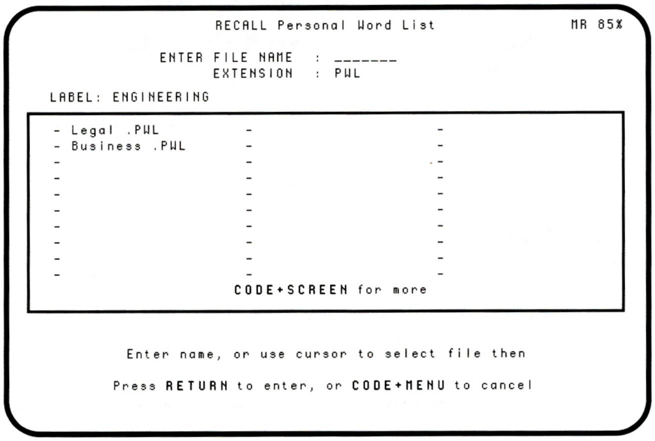
6. Remove PWL diskette.

Recalling and Using the Personal Word List:

Recall **Personal Word List** into the special memory **BEFORE** you begin typing. This will allow the dictionary to check spelling of those specialized terms.

1. Insert the **Personal Word List** disk.
2. Press **Code + Menu Key** to return to the **Main Menu** if necessary.
3. Depress **A Key**.

   The **Recall PWL Menu** is displayed.



```
                  RECALL Personal Word List                      MR 85%

             ENTER FILE NAME   :  _______
                   EXTENSION   :  PWL
LABEL: ENGINEERING

 - Legal .PWL           -                       -
 - Business .PWL        -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
 -                      -                       -
                         CODE+SCREEN for more

          Enter name, or use cursor to select file then

          Press RETURN to enter, or CODE+MENU to cancel
```

4. Type the PWL filename
   —OR—
   Press ▼ **Key** to select the file.
5. Press the **Return Key**.

   If another PWL file is in memory, you will have to depress **1 Key** to erase it. Be sure to save it if necessary. To Save, press **Code + Menu Key** then select **Save Personal Word List** and save the PWL.
6. Remove your Personal Word List disk.

NOTE: If you forget to recall the Personal Word List before entering additional words, simply store these words to the diskette, then recall the entire Personal Word List.

To View the Personal Word List:

1. Position Cursor or Print Hammer to a blank space.
2. Depress **Code + L Key.**
3. Depress **Return Key**.

   The words in the Personal Word List begin to appear on the screen in alphabetical order. Upper case words are listed first. (After the Personal Word List appears, the Display begins to list words in the Spell-Right Dictionary. If there are no words in the Personal Word List, Status Line prompts: **Personal Word List Empty.**)
4. Scroll through the words with your Cursor Keys.

   Words can also be deleted while viewing by depressing the **WordEraser Key** when cursor is located on the word.
5. When viewing is complete exit List by depressing **Code + List Key**.

Viewing Words:

1. Position Cursor.
2. Code + L List
3. Return Auto
4. Code + ▶ Scrn

   to see words.
5. Code + ◀ Scrn

   to return to words.
6. Code + L List

Deleting Words from Personal Word List:

1. Code + L List
2. Return Auto
3. Position Cursor to word to be deleted.
4. WordEraser LineEraser
5. Code + L List

To Print the Personal Dictionary:

1. Select Type Mode.
2. Code + 4
3. Position Print Hammer.
4. Code + L List
5. Return Auto
6. Code + P

To View Part of the Personal Dictionary:

1. Position Cursor or Print Hammer to a *particular word* if you want to list a particular word list beginning with that word.
2. Repeat steps 2 through 5 page 7-17, "To View the Personal Word List".

To Delete Words from the Personal Word List:

1. Advance to a blank space then depress **Code + L (List) Key** to activate List feature.
2. Depress **Return Key**.
3. Position cursor to the word to be deleted.
4. Depress **WordEraser Key**.
5. Erase any other words in this manner.
6. Depress **Code + L Key** to deactivate list.

To Print the Personal Dictionary:

You can print all or part of the Personal Dictionary from Type Mode only.

1. Select Type Mode
2. Activate **End of Page** by depressing **Code + Page End (4) Key.**
3. Position Print Hammer to a *blank space.*
4. Depress **Code + L (List) Key** to activate List.
5. Depress **Return Key.**
6. Depress **Code + P Key.** Printing begins immediately.

   Status Line prompts: **Printing Personal Word List**

   Words print in alphabetical order, one word on a line using current margins and pitch.

To Print Part of the Personal Dictionary:

1. If you want to print a partial word list beginning with a particular word, type the word in.
2. Depress **Code + List (L) Key** to activate List.
3. Depress **Return Key.** Display begins listing words.
4. Depress **Code + P Key.** Printing begins immediately.

   Display prompts: **Printing Personal Word List**
5. When printing is completed, depress **Code + List (L) Key** to exit word list.

To Cancel Printing the Personal Word List:

1. Depress **Code + Menu Key.**

   Printing stops after the current line is printed.
2. Depress **Code + List (L) Key** to exit Personal Dictionary.

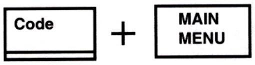
To Halt Printing the Personal Word List:

Depress **Any Key.** Printing will stop at the end of the current line. Status Line prompts: **RETURN to CONTINUE**

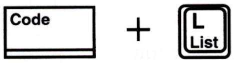
To Resume Printing the Personal Word List:

1. Depress **Return Key.**
2. When printing is completed, depress **Code + List (L) Key** to exit Personal Dictionary.

To Cancel Printing:

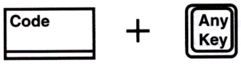
1.


To stop printing.

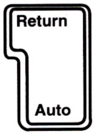
2.


To exit List.

To Halt Printing:



To Resume Printing:



Thesaurus

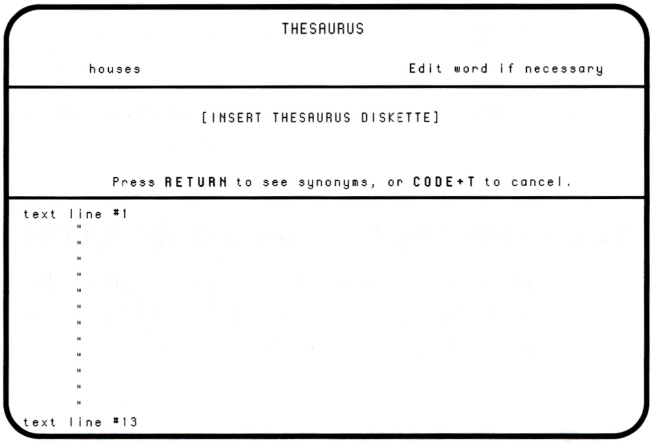
The electronic Thesaurus provided on diskette can help you express yourself more clearly and more effectively. It offers synonyms for dull, vague, or overused words; makes your letters, reports and papers more impressive.

To Select a Synonym for a Word:

In TYPE MODE, Thesaurus only works on the current line and prior two lines of text.

1. Pause immediately after typing a word or position Print Hammer (Type Mode) or Cursor (WP Mode), to any character in the word.
2. Depress **Code + Thes (T) Key**.

   In WP Mode, several lines of text, containing the original word, remain on the screen. Any other text temporarily disappears.

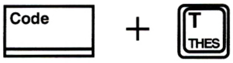


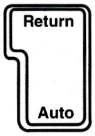
```
                          THESAURUS

      houses                            Edit word if necessary

                   [INSERT THESAURUS DISKETTE]


        Press RETURN to see synonyms, or CODE+T to cancel.
text line #1
    "
    "
    "
    "
    "
    "
    "
    "
    "
    "
    "
text line #13
```

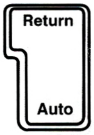
3. Edit the word, if necessary.

   (The Thesaurus is composed of a 96,000 word list. Words are listed, for the most part, in the singular and present tense, i.e., "house," not "houses" or "housed." It may be necessary for you to edit your word to its root form. For example, you would have to erase the final "s" in "houses" before proceeding.)

Selecting Synonyms:

1. Type word.
2. 

3. Edit word, if necessary.
4. Insert Thesaurus diskette.
5. 

6. Scroll through words.
7. Make selection.
8. Edit the synonym, if necessary.
9. 

4. Insert the Thesaurus diskette into the disk drive.

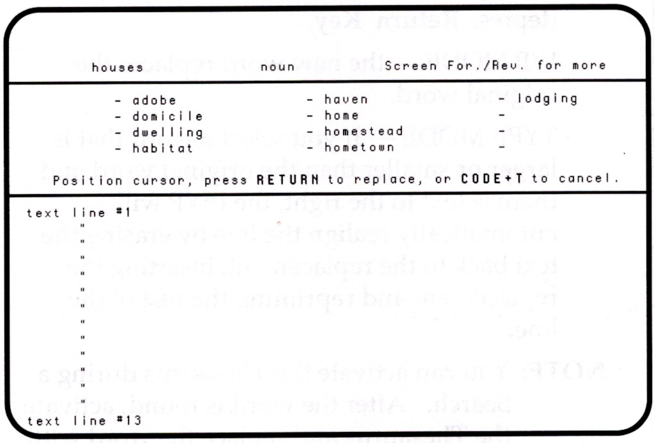
5. Depress **Return Key.**

   Synonyms are identified by word group and appear in the Window in the following word group order:

   Noun
   Verb
   Adjective
   Adverb
   Preposition
   Pronoun
   Conjunction
   Participle

   There may be more than one word group for each part of speech. All parts of speech may not be included. One word group is displayed at a time.

   Cursor is located at first word.



```
    houses               noun          Screen For./Rev. for more
---------------------------------------------------------------
         - adobe              - haven          - lodging
         - domicile           - home           -
         - dwelling           - homestead      -
         - habitat            - hometown       -

  Position cursor, press RETURN to replace, or CODE+T to cancel.
---------------------------------------------------------------
text line #1
      "
      "
      "
      "
      "
      "
      "
      "
      "
      "
      "
      "
text line #13
```

6. Depress ▼, ▲, ◀ or ▶ **Key** to scroll through words.

   Depress **Code + ▼ Key** to go to the beginning of the next word group (part of speech)
   —OR—
   Depress **Code + ▲ Key** to return to the beginning of a prior word group.

   When all word groups have been displayed, the screen prompts **End of List.** If no alternatives are offered, the screen prompts: **No synonyms found** then returns to the previous screen so that you can edit the word and try again, or exit the Thesaurus.

7. Make your selection or exit the Thesaurus.

   With the cursor on the selected synonym, depress **Return Key**
   —OR—
   Depress **Code + Thes (T) Key** to exit the Thesaurus if no alternatives are available or if you decide not to use any synonyms.

   For example to select the synonym "quarters," move the cursor to that word then depress **Return Key.**

   WP MODE — the new word replaces the original word.

   TYPE MODE — If you select a word that is larger or smaller than the original word and there is text to the right, the PWP will automatically realign the line by erasing the text back to the replacement, inserting the replacement and reprinting the rest of the line.

NOTE: You can activate the Thesaurus during a Search. After the word is found, activate the Thesaurus and replace the word with a synonym.

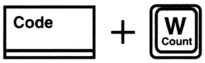
Exercise — Thesaurus

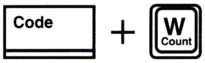
1. In TYPE MODE, type:

   `The tornado heavily damaged the estate.  The servants' houses were beyond repair.`

2. Position Print Hammer to "`houses`".
3. Depress **Thes Key** to activate Thesaurus.
4. Insert the Thesaurus diskette.
5. Depress **Correct Key** to change "`houses`" to "`house.`"
6. Depress **Return Key** to begin listing.
7. Scroll through selections and position Cursor on the word "`quarters`."
8. Depress **Return Key** to select the word "`quarters`."
9. Because you do not have to edit the word, depress **Return Key** to replace "`houses`" with "`quarters`."

Using Word Count:

1. 

2. 

to return to text.

Word Count

After typing text in Memory, Word Count scans text and lists in descending order the 30 most used words.

WP MODE — This feature only functions in WP MODE.

How to Use Word Count:

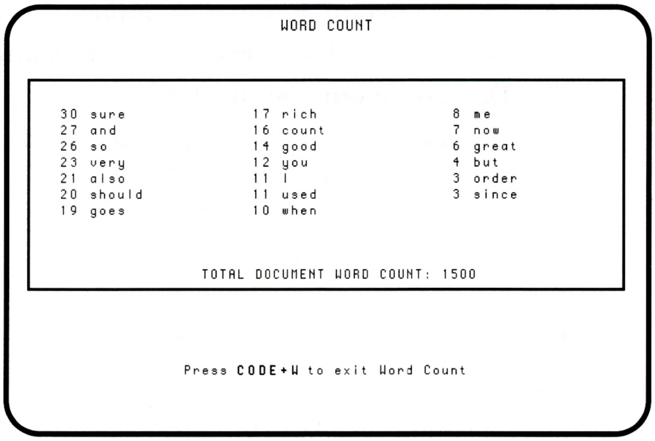
1. Depress **Code + Count (W) Key**.

   Counting begins.

   Screen prompts: **WORD COUNT** and **Counting**.

2. When Count is finished, the screen shows the 30 most-used words and the number of times each word was used.

   For example, Screen prompts:



```
                         WORD COUNT

  30 sure             17 rich             8 me
  27 and              16 count            7 now
  26 so               14 good             6 great
  23 very             12 you              4 but
  21 also             11 I                3 order
  20 should           11 used             3 since
  19 goes             10 when

               TOTAL DOCUMENT WORD COUNT: 1500

               Press CODE+W to exit Word Count
```

3. Depress **Code + Count (W) Key** to return to text.

NOTE: Counting ignores capitalization. For example both " After" and "after" will be counted. The following words will be counted, but will not appear as one of the 30 most used words.

the on in a with for

of to as at an is

Words longer than 20 characters will be counted but only the first 20 characters will be displayed. If a word is used more than 255 times, that word will be counted only 255 times.

Word Alert™

Word Alert signals whenever any of the 1600 most commonly confused words are typed. It can help you decide if you are using the correct word, and can automatically replace the original, if necessary.

In TYPE MODE — This feature functions on current line only.

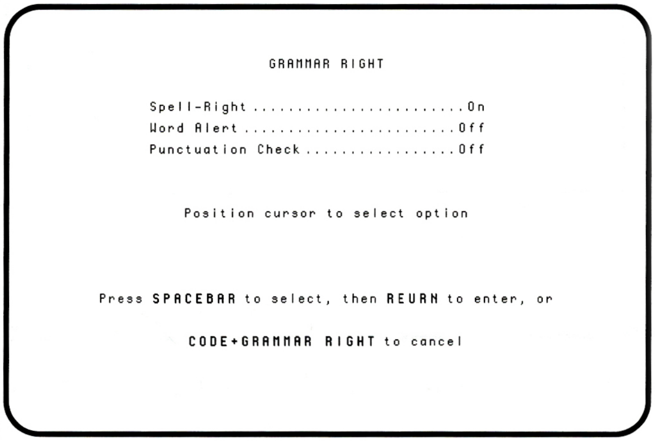
In WP MODE — You can use the Word Alert feature as you enter text or later, after completing a document, to scan the entire text at once.

Activating/Deactivating Word Alert:

Word Alert is activated from the Grammar-Right Menu.

1. Depress **Code + Grammar-Right (Back Space) Key**.

   The following Grammar-Right Menu appears:



```
                GRAMMAR RIGHT

     Spell-Right.........................On
     Word Alert.........................Off
     Punctuation Check..................Off


          Position cursor to select option



Press SPACEBAR to select, then REURN to enter, or

          CODE+GRAMMAR RIGHT to cancel
```

2. Depress ▼ **Key** to move Cursor to Word Alert option.

3. Depress **Spacebar** to turn **Off** to **On** or **On** to **Off**.
4. Depress **Return Key** to exit Grammar-Right Menu.

Using Word Alert:

1. Activate WordAlert.
2. When you type one of the 1600 commonly confused words

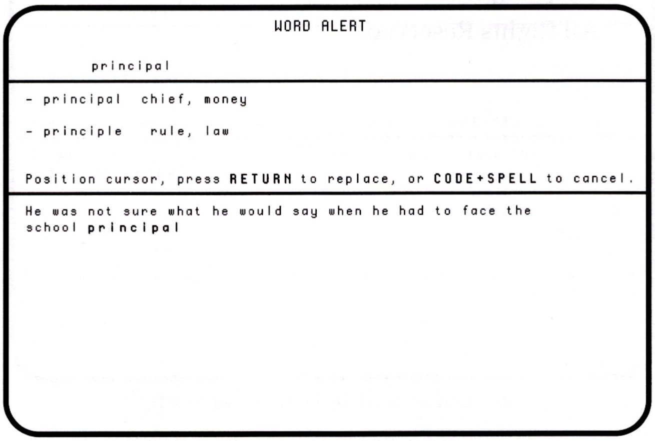
   —OR—

   If you depress **Code + F (Find) Key**, to glide back to the word, the PWP beeps. Status Line prompts: **Word Alert.**

   If you know the word is used correctly and do not want to review definitions, continue typing.
3. To view the definitions, depress **Code + Spell (=) Key**.

   The word is highlighted in your text and the Word Alert Window appears.

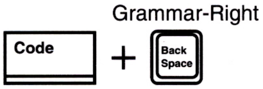
   For example: You type the word **principal** then depress **Code + Spell Key** to see the definitions, the screen prompts:

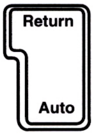


```
                       WORD ALERT

      principal

- principal   chief, money

- principle    rule, law

Position cursor, press RETURN to replace, or CODE+SPELL to cancel.

He was not sure what he would say when he had to face the
school principal
```

The cursor is located at the first definition.

Using Word Alert:

1. Position cursor to word.
2. 

3. Select correct word.
4. 

4. If you decide your word is correct, depress **Return Key** to return to your typing.
   —OR—
   To replace the original word, position cursor to an alternate word and depress **Return Key**.

   WP MODE — The word is replaced.

   TYPE MODE — The incorrect word is erased and the new one is inserted. The Typewriter will automatically realign text, if necessary.

Using Word-Alert and Spell-Right Dictionary Simultaneously:

In Type Mode, the Spell-Right Dictionary and Word Alert can be activated simultaneously. In WP Mode, all Grammar-Right features can be used simultaneously. When the PWP beeps or a word is located by WordFind, the appropriate prompt appears on the Status Line, identifying which feature is being checked.

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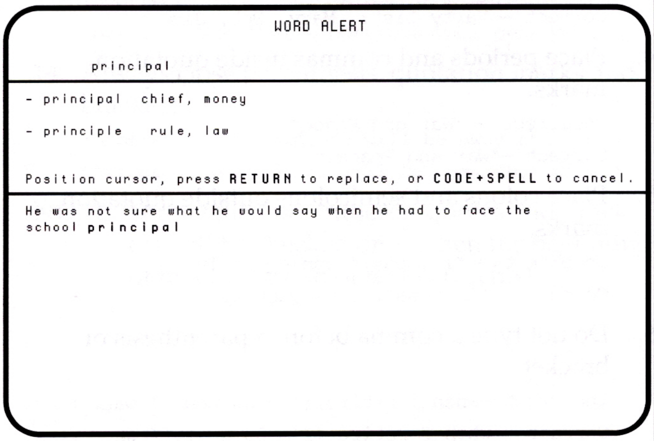
Exercise — Word Alert

1. In WP MODE, from Main Menu depress **1 Key** to **Create, View or Edit Text** to create a new document.
2. Depress **Code + Grammar-Right Key**.
3. Move Cursor to Word Alert option.
4. Depress **Spacebar** to change **Off** to **On.**
5. Depress **Return Key** to enter selection and to exit Grammar-Right menu.
6. Type:

   ```
   He was not sure what he would say when
   he had to face the school principle
   ```

   If you have typed a period, you will have to Back Space before depressing the **Code + Spell Key**.
7. When you type a space or period after the word "principle," the PWP beeps and the Status Line prompts: **Word Alert.**
8. Depress **Code + Spell Key**.

   Screen prompts:



```
                          WORD ALERT

      principal
- principal  chief, money

- principle   rule, law


Position cursor, press RETURN to replace, or CODE+SPELL to cancel.
He was not sure what he uould say when he had to face the
school principal
```

   Cursor is located at first selection.

9. Position cursor at "principal."
10. Depress **Return Key** to replace the incorrectly used word "principle " with "principal." The word is replaced.

Punctuation Check

This feature only functions in WP MODE. You can easily and quickly check your text for 14 different types of punctuation errors. After typing text in Memory, activate Punctuation Check and scan text using WordFind. When an error is located, the violated Punctuation Rule is displayed.

Punctuation Check Rules

1. Space twice after periods, exclamation points, and question marks.

   `Incorrect — meeting? I will be`

   `Correct — meeting?  I will be`

   NOTE: Periods followed by a number (.78) will not cause an error beep.

2. Space once after commas and semicolons.

   `Incorrect — Sue brings cheese,crackers`

   `Correct — Sue brings cheese, crackers`

3. Space twice after a colon when the next word begins with a capital letter. Otherwise, space once after a colon.

   `Incorrect — Party List:Mary, Bob, Jim`

   `Correct — Party List:  Mary, Bob, Jim`

4. Place periods and commas inside quotation marks.

   `Incorrect — "War and Peace".`

   `Correct —"War and Peace."`

5. Place colons and semicolons outside quotation marks.

   `Incorrect — "illness;" consequently`

   `Correct — "illness"; consequently`

6. Do not type a comma before a parenthesis or bracket.

   `Incorrect —when I retire,(I'm 50 now) I want to`

   `Correct — when I retire (I'm 50 now), I want to`

7. Do not type a comma after the words "such as" or "like."

   `Incorrect — a manual such as, this one`

   `Correct — as manual such as this one.`

8. Do not type a comma before the word "than."

   Incorrect – He looks different, than his photo

   Correct – He looks different than his photo.

9. Space before and after a dash (a dash is two hyphens typed side by side).

   Incorrect – meeting is before noon--not later

   Correct – meeting is before noon -- not later

10. Do not type a dash and comma side by side.

    Incorrect – one day visit, -- not ten -– because

    Correct – one day visit -- not ten -- because

11. Do not type a dash and a period side by side.

    Incorrect –It was Bob Rogers -- the guard from Pleasantville -- .

    Correct – It was Bob Rogers -- the guard from Pleasantville.

12. Do not space after an opening parenthesis, or bracket, or before a closing parenthesis, or bracket.

    Incorrect – Betsy (my kid sister)

    Correct – Betsy (my kid sister)

13. Do not space before an apostrophe.

    Incorrect – The chef 's portions were generous.

    Correct – The chef's portions were generous.

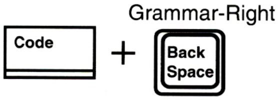
14. Always close parenthesis, quotation marks and brackets.

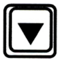
    Incorrect – He said, "I will be away that week.

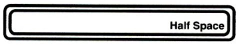
    Correct – He said, "I will be away that week."

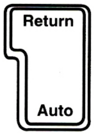
NOTE: Unmatched parentheses, quotes and brackets will be checked only when the beginning of text or the end of text is reached.

Turning Punctuation Check On/Off:

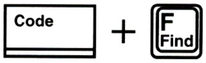
1. 

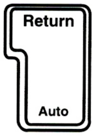
2. 

3. 

4. 

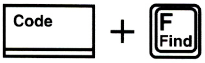
Using Punctuation Check:

1. Type text.
2. Position Cursor to scan text.
3. 

4. 

5. Correct the error.

—OR—



Activating/Deactivating Punctuation Check

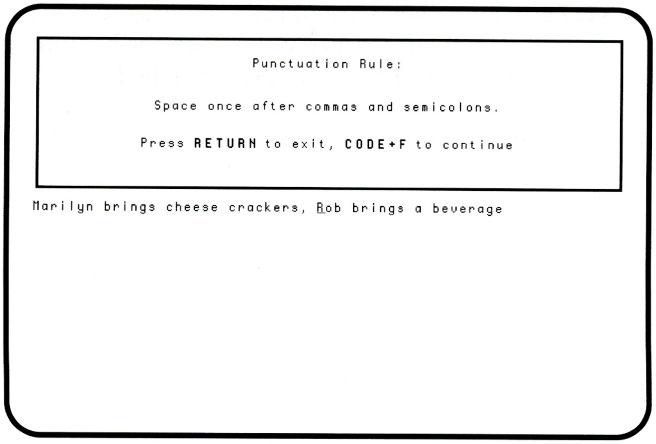
1. Depress **Code + Grammar-Right (Back Space) Key.**
2. Depress **▼ Key** to move cursor to **Punctuation Check** option.
3. Depress **Spacebar** to turn **Off** to **On** or **On** to **Off.**
4. Depress **Return Key** to exit **Grammar-Right Menu.**

Using Punctuation Check:

1. Finish typing your text.
2. Position cursor to begin scanning text. The cursor scans from its current position forward

   —OR—

   If the cursor is at the end of the text, it will scan backwards to the beginning of the text.
3. Depress **Code + F (Find) Key** to locate the first punctuation error. The appropriate Punctuation Rule is displayed. In this example, the cursor glides to the misused comma.



```
Punctuation Rule:

Space once after commas and semicolons.

Press RETURN to exit, CODE+F to continue

Marilyn brings cheese crackers, Rob brings a beverage
```

4. Depress **Return Key** to exit window in order to make correction

   —OR—

   Depress **Code + F (Find) Key** to continue scanning.
5. Correct the error.
6. Depress **Code + F (Find) Key** to locate the next punctuation error.

At the end of the text, the PWP scans for an odd number of quotation marks, parentheses and brackets. If an odd number of these are identified, the Punctuation rule will be displayed, indicating that you forgot to close (or open) a quotation mark, parenthesis or bracket.

7. Review your text and correct the error.

Exceptions:

Because certain punctuation marks can be used for more than one purpose, correct punctuation will sometimes be signaled as incorrect. For example:

1. If a beginning quote is followed by a period used as a decimal point

   ".98"

2. If a beginning quote is followed by three periods indicating text lifted from context.

   "...

3. If a single quote is used to indicate inches

   3"

4. If an open parenthesis is missing when setting off numbers:

   1)

5. If two open or two closed parentheses are used consecutively.

   (x + (a-b) +z) = y

6. If a period used in abbreviations is not followed by two spaces.

U.S.A.	i.e.
e.g.	etc.,
p.m.	Mrs. Jones

7. If a list of numbered phrases is typed continuously.

   We all work for (1) speed, (2) control, and (3) good form.

Using Spell-Right, Punctuation Check, Word Alert, and Phrase Alert Simultaneously:

In WP MODE, you can activate all Grammar-Right features at once. When scanning text in memory, the appropriate prompt appears on the screen, identifying the type of error found.

PERSONAL CARD FILE (PCF)

Personal Card File (PCF)

The Personal Card File is a versatile and easily accessible reference tool which you create then store on diskette. You can create one or several of these PCF files. The PCF can be accessed in TYPE or WP Mode.

Store frequently used names, addresses and telephone numbers — pause from your typing, enter the PCF, locate the number needed and immediately return to your work.

— insert those names and addresses in letters and on envelopes when preparing correspondence.

Print out the entire file —OR— print only a particular group of files. For example, print only the names of customers living in Pennsylvania or those with certain area codes.

Print out three different ways — print the file information in address, card or telephone format.

Useful to print mailing labels and organize address and telephone listings.

Maintain a tickler file — keep track of the number of times you meet with a client, the length of time spent and any additional costs in the Note Pad section of that individual's card.

Keep confidential information confidential — use the Security feature to lock files so that no one else can see them without your knowledge.

Create an Address Merge Database — information in the PCF can later be merged with a document to create personalized correspondence. See Address Merge, page 9-1.

PCF Basics

A PCF file is created, saved on diskette, and recalled from diskette when you wish to use it.

Once it is recalled, you can "ignore it" — you can resume your work but if you need to view, edit or add information to a PCF Card, you simply depress the **Code + PCF (Q) Key**. When finished, you depress **Code + PCF (Q) Key** again to return to your work. You can also exit the PCF by switching to TYPE MODE. You will learn how to do this in the following pages.

PCF can not be activated while in List, AutoSpell or Auto Center Modes.

You can enter and exit the PCF as needed as long as it has been recalled.

Creating A PCF

Cursor Moves While Creating or Editing Cards and Notes:

Fields are arranged from left to right — the first field is Mr./Ms., the next field is First Name, the next field is Last, etc.

▲ Super — Go to previous field.

▼ Sub —OR— Return Auto —OR— Tab C — Go to next field.

◀ Scrn — Scroll left in field.

▶ Scrn — Scroll right in field.

Shift + ▲ Super — Display card from note.

Shift + ▼ Scrn — Display note from card.

Shift + ◀ Scrn — Go to previous field.

Shift + ▶ Scrn — Go to next field.

Adv ▲ Super — Go to first field.

Adv ▼ Scrn — Go To last field.

Adv ◀ Scrn — Go to start of field.

Adv ▶ Scrn — Go to end of field.

Creating Cards:

1. While in PCF.

   PCF Menu

2. **!/1**

3. Enter text in a field

   then **Return / Auto**

4. Continue to fill in a card.

5. **Shift** + **▼**

   to add note,

   —OR— **Return / Auto** in last field.

6. **PCF Menu**

Field Lengths:

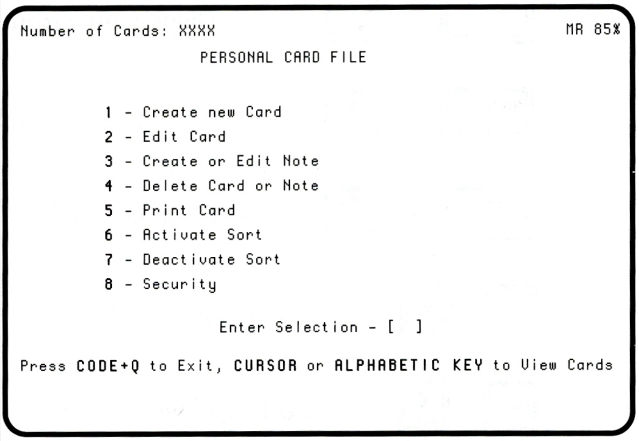
All Fields can be up to 127 characters long. However, only a set number of characters will appear on the display at one time. If your information exceeds the field size, an ➞ symbol appears in the last position of the field to inform you that more information is available. You can depress the ▶ **Key** to scroll through the information. Sizes of displayed fields are as follows:

Title:	7	First Name:	12
Last:	27	Company:	33
Telephone:	31	Address:	70
Town:	31	County:	14
Post Code:	11	Position:	70
Comment:	70	Note:	Full display

How to Create New Cards:

1. When a Personal Card is displayed, depress **Code + Menu Key.**

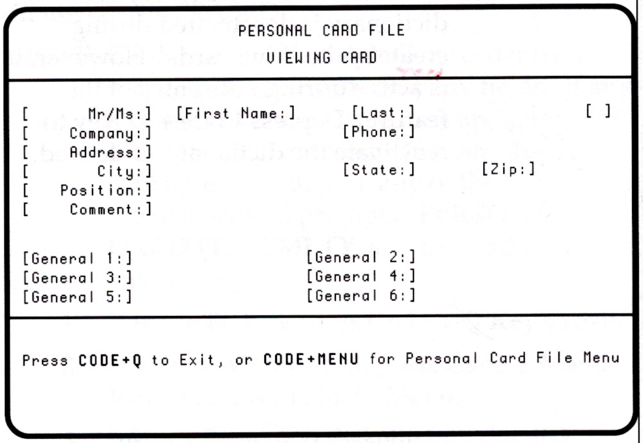
   The PCF Menu is displayed:



```
Number of Cards: XXXX                                     MR 85%
                        PERSONAL CARD FILE


            1 - Create new Card
            2 - Edit Card
            3 - Create or Edit Note
            4 - Delete Card or Note
            5 - Print Card
            6 - Activate Sort
            7 - Deactivate Sort
            8 - Security

                      Enter Selection - [  ]

Press CODE+Q to Exit, CURSOR or ALPHABETIC KEY to View Cards
```

2. Depress **1 Key**.

A blank card appears on the Display and the Status Line prompts: **EDITING CARD** The cursor is located in the first field.



```
                    PERSONAL CARD FILE
                       VIEWING CARD

[      Mr/Ms:]  [First Name:]      [Last:]               [ ]
[    Company:]                    [Phone:]
[    Address:]
[       City:]                    [State:]       [Zip:]
[   Position:]
[    Comment:]

[General 1:]                  [General 2:]
[General 3:]                  [General 4:]
[General 5:]                  [General 6:]

Press CODE+Q to Exit, or CODE+MENU for Personal Card File Menu
```

3. Enter text or advance to another field by depressing **Return Key** or using other cursor moves (see page 4-32).

   If a mistake is made, use the **Correct, WordEraser, LineEraser, Typeover** or **Insert** features to correct.

   NOTE: If you attempt to create a new card with first, last and business names identical to existing cards, Display prompts: **SIMILAR CARD ALREADY EXISTS. ADD? YES** depress **Return Key** to add or depress **Spacebar** to change **Yes** to **No** then depress **Return Key** to cancel.

4. Continue to fill in the card. "All fields do not need to be completed for a card to be entered; however, name or business information must be present for a card to be entered.)

5. Once the name information is entered, a note can be added by depressing the **Shift + ▼ Key.**

PERSONAL CARD FILE P. 8-6, 8-13

The Dictionary is NOT active during Note entry.

6. Depress **Code + Menu Key** the display prompts: **ENTERED** another card can now be created.

   NOTE: When the PCF is activated, the dictionary is deactivated during create and editing cards. However, it is NOT active during note entry of this feature. Depress **Code + D Key** to reactivate the dictionary, if desired.

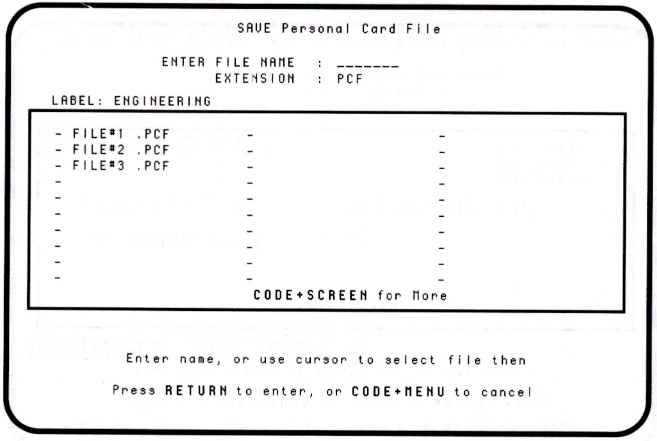
Saving the Personal Card File

You must store the PCF to diskette in order to use it in the future. When the PWP is turned off, the PCF in memory is ERASED.

NOTE: Cards are saved in alphabetic order by last name, first name and company fields. If any of these fields are blank, they are ignored in the alphabetic ordering. If a card does not contain information in any of these fields, the display will prompts: **PERSONAL CARD FILE EMPTY** and the card is not entered.

1. If in the PCF, depress **Code + Q Key** to exit.
2. While in WP Mode, depress **Code + Menu Key** to access the Main Menu.
3. Insert a formatted diskette into the disk drive.
4. Depress **5 Key** to Save Personal Cards.

   The **Save Personal Card File** is displayed :



```
                     SAVE Personal Card File

               ENTER FILE NAME   :  _______
                     EXTENSION   :  PCF
 LABEL: ENGINEERING

  - FILE#1 .PCF            -                        -
  - FILE#2 .PCF            -                        -
  - FILE#3 .PCF            -                        -
  -                        -                        -
  -                        -                        -
  -                        -                        -
  -                        -                        -
  -                        -                        -
  -                        -                        -
  -                        -                        -
                           CODE+SCREEN for More

          Enter name, or use cursor to select file then

        Press RETURN to enter, or CODE+MENU to cancel
```

NOTE: Only files with a PCF extension are displayed.

5. Enter the name of the file, up to 8 characters Do not use a space or . (period) in the name.

   To change the pre-set extension, press ▼ **Key** and enter a new extension
   —OR—
   Press ▼ **Key** to select the file.

Saving the PCF to Diskette:

1. Code + Q

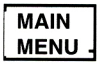
   Exit PCF.
2. In WP Mode
3. Code + MENU
4. Insert diskette into drive
5. @ 5
6. Type or Select document name
7. Return Auto

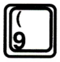
6. Depress **Return Key**.

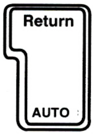
   If you typed or selected a PCF that already exists on diskette, the display will prompt: **ARE YOU SURE?** Depress the **Y Key** to erase it. Be sure to save it if necessary. To save, press **Code + Menu Key** then select **Save personal Card File** and save the PCF.

Recalling a PCF File:

Recalling a PCF on Diskette:

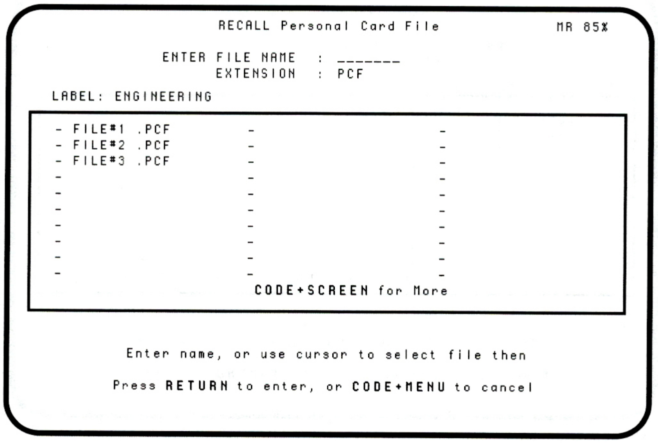
1. Insert PCF diskette.
2. 

3. 

4. Select PCF file.
5. 

1. Insert the diskette with the PCF file into the disk drive.
2. Depress **Code + Menu (Tab Set) Key** if the **Main Menu** is not already shown.
3. Depress **9 Key** to **select Recall Personal Cards.**

   The **Recall Personal Card File Menu** is displayed.

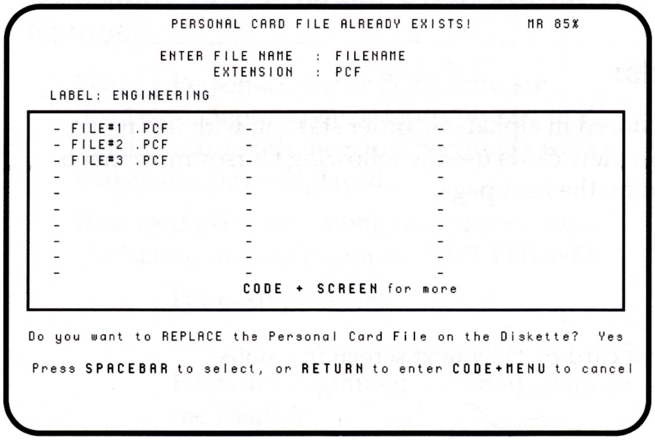


```
                    RECALL Personal Card File                MR 85%

              ENTER FILE NAME  : _______
                    EXTENSION  : PCF
LABEL: ENGINEERING

 - FILE*1 .PCF          -                   -
 - FILE*2 .PCF          -                   -
 - FILE*3 .PCF          -                   -
 -                      -                   -
 -                      -                   -
 -                      -                   -
 -                      -                   -
 -                      -                   -
 -                      -                   -
 -                      -                   -
                         CODE+SCREEN for More

           Enter name, or use cursor to select file then

         Press RETURN to enter, or CODE+MENU to cancel
```

NOTE: Only PCF files with the extension PCF are displayed.

4. Type the name of the PCF file you wish to use if you have created more than one.

   —OR— select the file using the cursor keys. To display more files, press the **Code + ▲/▼ Key**.



```
            PERSONAL CARD FILE ALREADY EXISTS!          MR 85%

           ENTER FILE NAME   : FILENAME
                EXTENSION    : PCF
 LABEL: ENGINEERING

  - FILE#1 .PCF       -                  -
  - FILE#2 .PCF       -                  -
  - FILE#3 .PCF       -                  -
  -                   -                  -
  -                   -                  -
  -                   -                  -
  -                   -                  -
  -                   -                  -
  -                   -                  -
                      CODE + SCREEN for more

Do you want to REPLACE the Personal Card File on the Diskette?  Yes

Press SPACEBAR to select, or RETURN to enter CODE+MENU to cancel
```

If a PCF file is in memory, you will have to depress **1 Key** to erase it. Be sure to save it if necessary. To Save, press **Code + Menu Key** then select **Save PCF** and save the file.

5. Press **Code + Q Key** if you wish to view or edit the PCF.
6. After viewing or editing press **Code + Q Key** again to return to your project at hand.

Erasing a PCF

Erase a PCF as you would any other PWP document, see page 8-10.

Memory Remaining

To see how much Memory is left in the PCF, refer to instructions on page 4-2.

Editing the PCF

Locating Particular Cards:

Once a card is created it is stored in alphabetic order starting with last name, first name, company etc. To view cards use the following Cursor movements or Search options described on the next page.

▼ Sub	To view the next card or view next screen in a note.
▲ Super	To return to the prior card or prior screen in a note.
Adv ▲ Super	Go to first card or Go to the beginning of a note.
Adv ▼ Scrn	Go to last card or Go to the end of a note.
◀ Scrn	Scroll text left within a card field.
▶ Scrn	Scroll text right within a card field .
Shift + ◀ Scrn	Go to previous field.
Shift + ▶ Scrn or Return Auto	Go to next field.
Adv ◀ Scrn	Go to first field.
Adv ▶ Scrn	Go to last field.
Shift + ▼ Scrn	Go to Note from Card.
Shift + ▲ Super	Go to Card from Note.

When viewing a Card, Status Line prompts: **VIEWING CARD.** If sort is activated, status line prompts: **VIEWING SORTED CARD** (see page 8-17).

Searching for Particular Character(s) or Names:

When a Personal Card or PCF Menu are displayed, depress one or more keys (A to Z). The first card with the name beginning with that character is displayed.

If no card exists beginning with that or those characters, display prompts: **NOT FOUND**.

For example Type:

R

First card beginning with **R** appears on the Display.

RU

First card beginning with **RU** appears on the Display.

Jones (do not space after last letter).

Cursor moves to the first card beginning with the name **Jones.**

To clear the Status Line of the letters or names, Depress the

Return Key.

Searching for Alpha Groups:

When a Personal Card or PCF Menu are displayed, you can keep the ▼ **Key** depressed to quickly move between alphabetic groups (for example, T, U, W). The cursor finishes scrolling through the cards in a particular group and then begins to jump to alphabetic groups. Release the ▼ **Key** when the cursor shows the alphabetic listing you are looking for. The first card in that group is displayed.

NOTE: If you try to scroll beyond the first or last card, the display prompts: **Beginning of Cards** or **End of Cards**.

Using Sort... You can also use the Sort feature to locate particular cards, see page 8-17.

*If a field contains more information than is visible on the display, select the desired field then depress the ▶ **Key** to view the additional text. For example, the first name field only shows 12 characters, however, the field can contain up to 127 characters. (For complete information regarding field lengths, see page 8-4.

Editing Cards

Before a card can be edited, deleted or printed, the card must be displayed.

1. Recall the PCF, see page 8-8.
2. Depress **Code + Q** to activate PCF, if not already active.
3. Display the Personal Card to be edited. (See page 8-10.)
4. Depress **Code + Menu Key.**

   The **PCF Menu** is displayed.
5. Depress **2 Key** to Edit Card. Cursor appears in the first field.

   Status Line prompts: **EDITING CARD**
6. Position cursor to the field to be edited, if not already there.
7. Edit field using **Correct, WordEraser, LineEraser, typeover** and **insert** features.
8. When PCF editing is completed, depress **Code + Menu Key.** Display prompts: **Entered** and returns to viewing cards.
9. To edit more cards, repeat steps 3 through 8 above.

Editing Cards:

1. Recall the PCF.
2. Code + Q
3. Display Card to edit.
4. PCF Menu
5. @ 2
6. Position Cursor to field to edit.
7. Edit Card.
8. PCF Menu
9. Continue to edit more Cards, if desired.

Creating and Editing Notes

In addition to comments, you can write notes in the Note section of the card to keep track of birthdays, services performed for a client and time allocated for specific services and more. If a card has a note, the last field on the first line will have a √.

1. Display the appropriate Personal Card.
2. Depress **Code + Menu Key**. The PCF Menu is displayed.
3. * Depress **3 Key** to select **Create or Edit Note.**

   Status Line prompts: **EDITING NOTE** and a clear screen with the ruler line is displayed for Note entry.

   If a note already exists for that particular card, cursor locates to the first line after the existing note.
4. Enter the note
   —OR—
   Edit the existing note, if desired, using **Correct, WordEraser, LineEraser Keys, typeover** and **insert** features. The Dictionary is activated during Note entry.

NOTE: The Tab Key will not function as a tab but will add 5 spaces to the current position. Special Tabs are inoperable.

5. Depress **Code + Menu Key** to return to viewing cards.
6. To edit other notes, repeat steps 1 through 6 above.

NOTE: By using the **Shift + ▼ Keys** during creating or editing a Card, you may also enter note information. Depressing **Shift + ▲ Keys** enters the Note and returns to Creating or Editing Card.

Creating and Editing Notes:

1. Display Card to add Note to.
2. PCF Menu
3. # 3
4. Enter or Edit Note.
5. PCF Menu
6. Edit or Create other Notes, if desired.

* THE DICTIONARY IS NOT ACTIVE DURING NOTE ENTRY
SEE P8-6

Deleting Cards and Notes:

1. While in PCF, display Card to delete.
2. PCF Menu
3. $ 4
4. ! 1 to delete current Card

—OR—

@ 2 to delete all Cards.

5. Half Space

Return Auto

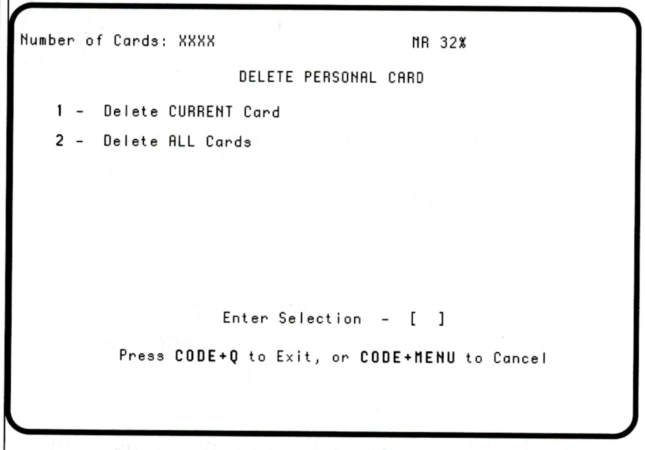
Deleting Cards and Notes

How to Delete Cards with Accompanying Notes:

1. While in the PCF, display the Personal Card to be deleted.
2. Depress **Code + Menu Key**.

   The PCF Menu is displayed.
3. Depress **4 Key** to **Delete Card or Note.**

   Display prompts:



```
Number of Cards: XXXX                              MR 32%

                         DELETE PERSONAL CARD

   1 -  Delete CURRENT Card
   2 -  Delete ALL Cards




                        Enter Selection  -  [  ]

             Press CODE+Q to Exit, or CODE+MENU to Cancel
```

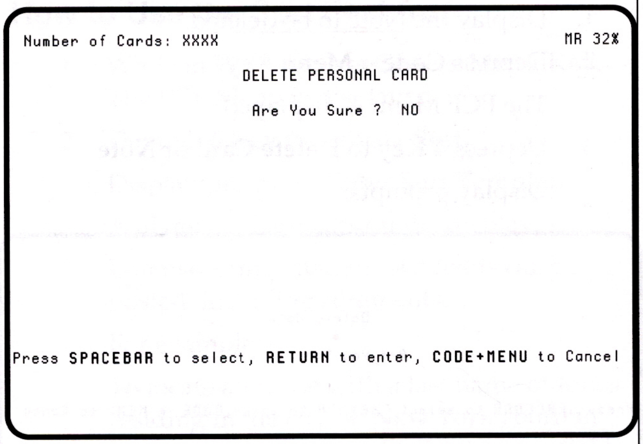
***NOTE:** If Sort is active when you decide to delete card/s the menu reads "Delete SORTED Cards".

4. Depress **1 Key** to delete the current card and accompanying note.

   —OR—

   Depress **2 Key** to delete all cards and notes. (If Sort is activated, only sorted cards will be deleted.)

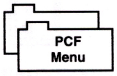
Display prompts:

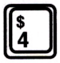


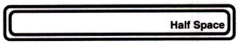
```
Number of Cards: XXXX                                          MR 32%
                         DELETE PERSONAL CARD

                           Are You Sure ?  NO







Press SPACEBAR to select, RETURN to enter, CODE+MENU to Cancel
```

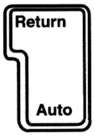
5. If you wish to delete the card/s, depress the **Spacebar** to change **No** to **Yes.**
6. Depress the **Return Key**. The Personal Card that follows the deleted one appears on the display.

Deleting Notes:

1. Display Note to be deleted.
2. 

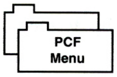
3. 

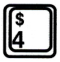
4. 

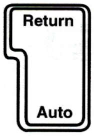


Deleting Notes:

1. Display Note to be deleted

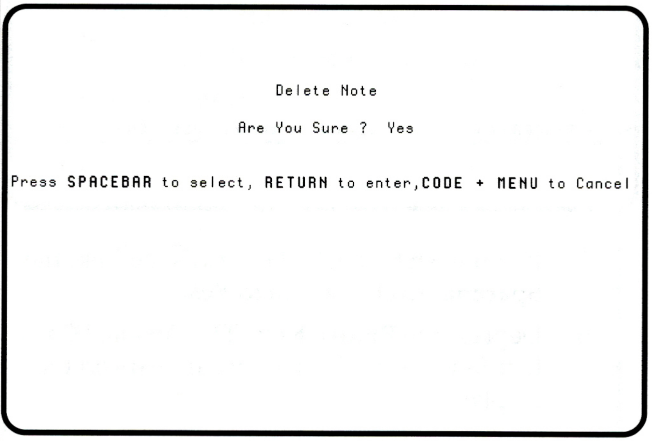
2. 

3. 

4. 

How to Delete Notes:

1. Display the Note to be deleted.
2. Depress **Code + Menu Key**.
   The PCF Menu is displayed.
3. Depress **4 Key** to **Delete Card or Note**.
   Display prompts:



```
                 Delete Note

             Are You Sure ?  Yes

Press SPACEBAR to select, RETURN to enter,CODE + MENU to Cancel
```

4. Depress **Spacebar** to change **No** to **Yes**.

Sorting the PCF

How to Use the Sort Feature:

1. While in PCF, depress **Code + Menu Key.** The PCF Menu is displayed.
2. Depress **6 Key** to activate **Sort.**

   Display prompts: **Enter Sort Template**

   A blank card appears on the display.
3. Enter sort information. All fields can be posted, including comments.

   For example:

   To locate all those with a last name of Jones residing in the city of New York , born in January, enter Jones in the Last Name field, New York in the City field and January in Comments.
4. After filling in all sort information, depress **Code + Menu Key**.

   Display briefly prompts: **SORT ACTIVATED**

   The display shows the first card that matches the information.

   If no cards are found, Display prompts: **NOT FOUND** and returns to viewing cards.
5. Use the cursor moves (page 8-3) to scroll through the sorted information. You can also proceed to edit, print or delete sorted cards. Only sorted cards are viewed after a sort. To return to the complete PCF, sort must be deactivated.

How to Deactivate the Sort:

Sort remains active until you turn it off.

1. While in PCF, depress **Code + Menu Key.**

   The PCF Menu is displayed.
2. Depress **7 Key** to Deactivate Sort.

   Display prompts: **SORT DEACTIVATED**

   The Sort feature is automatically deactivated if you exit the Personal Card File or power the unit down.

Sorting Cards:

1. While in PCF **PCF Menu**
2. ¢ 6
3. Enter Sort information.

   PCF Menu

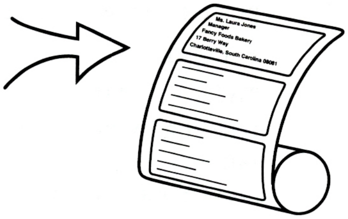
Deactivating Sort:

1. While in PCF **PCF Menu**
2. & 7

Printing the PCF

When printing in TYPE MODE, the card information immediately prints on paper or on envelopes or labels. When printing in WP MODE, the information is inserted into the word processing document. For example, you can enter an address in correspondence while creating the document for printing out later. Notes cannot be printed.

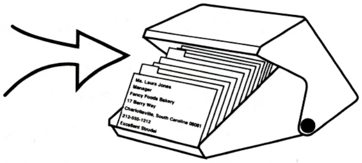
You can print out information in three different formats:



Address Format:

Ms. Laura Jones
Manager
Fancy Foods Bakery
17 Berry Way
Charlotteville, South Carolina 08081

Can be used with labels... The address format will have a consistant number of lines between cards so 1" mailing labels can be printed even if all fields are not used.


Ms. Laura Jones
Manager
Fancy Foods Bakery
17 Berry Way
Charlotteville, South Carolina 08081
212-555-1212
Excellent Strudel

Card Format:

Ms Laura Jones
Manager
Fancy Foods Bakery
17 Berry Way
Charlotteville, South Carolina 08081
212-555-1212
Excellent strudel.

* Card format is the same as address format but includes telephone & comments. (Notes are not printed.) Handy print out for pocket reference.

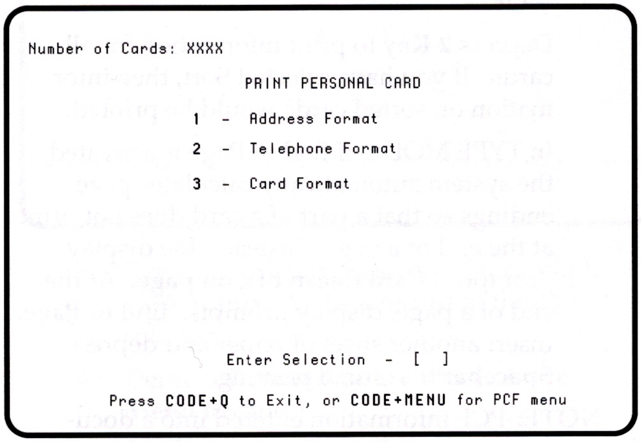
Telephone Format:

Jones, Laura	212-555-1212
Smith, Matt	607-444-1510

How to Print Cards:

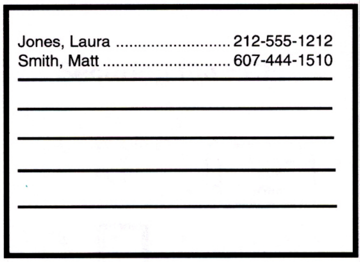
1. Select TYPE MODE or WP MODE.
2. Position carrier or cursor where you desire card(s) to print.
3. Depress **Code + Q Key** to activate Personal Card File.
4. Select card(s) to be printed. (Skip this step if you are printing entire PCF.)
5. Depress **Code + Menu Key** PCF Menu is displayed.
6. Depress **5 Key** to select **Print Card.**

   Display prompts:



```
Number of Cards: XXXX

                    PRINT PERSONAL CARD

                1  -  Address Format

                2  -  Telephone Format

                3  -  Card Format




                  Enter Selection  -  [  ]

     Press CODE+Q to Exit, or CODE+MENU for PCF menu
```

7. Select the print format you wish to use by depressing **1, 2** or **3 Key.**



Jones, Laura 212-555-1212
Smith, Matt 607-444-1510

Printing Cards:

1. Select Mode.
2. Position Carrier, in Type Mode,

   —OR—

   Cursor, in WP Mode.
3. Code + Q
4. Select Cards.
5. PCF Menu
6. % 5
7. Select print Format.
8. ! 1 to print displayed Card

   —OR—

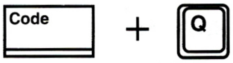
   @ 2 to Print all Cards.
9. Code + Q

   to exit PCF.

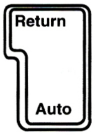
P. 8-19

To print a hard copy of the cards when in WP Mode, follow steps on P. 8-19 and 8-20, then print the cards as you would any other document.

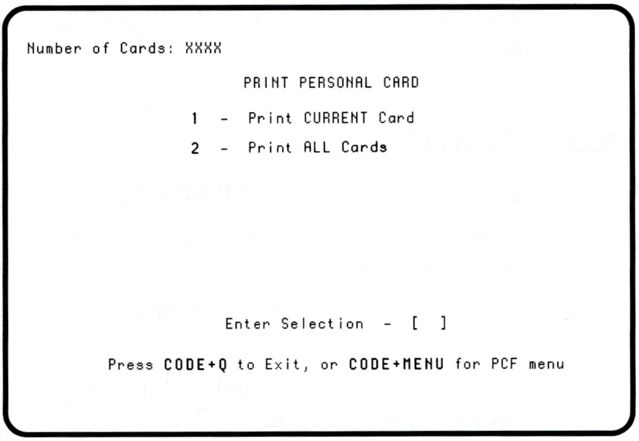
Using a Secured PCF:

1. 

2. Enter any Menu selection.



Display prompts:



```
Number of Cards: XXXX

                        PRINT PERSONAL CARD

                  1  -  Print CURRENT Card
                  2  -  Print ALL Cards




                    Enter Selection  -  [  ]

     Press CODE+Q to Exit, or CODE+MENU for PCF menu
```

*If you have sorted cards, Step 2 says **Print SORTED Cards.**

8. Depress **1 Key** to print information for the displayed card.

   —OR—

   Depress **2 Key** to print information for all cards. If you have selected Sort, then information on sorted cards would be printed.

   In TYPE MODE, if End of Page is activated, the system automatically calculates page endings so that a part of a card does not print at the end of a page. Instead, the display prompts: **Card doesn't fit on page.** At the end of a page, display prompts: **End of Page.** Insert another sheet of paper and depress **Spacebar** to resume printing.

NOTE: PCF information entered into a document in WP Mode can be edited just like any other text.

9. Depress **Code + Q Key** to exit PCF.

Security

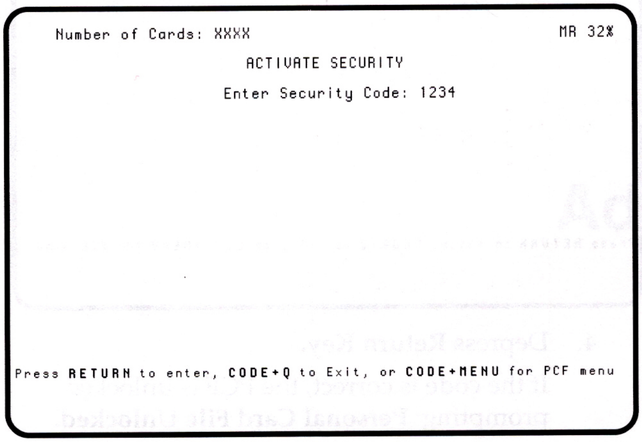
If you wish to keep others from viewing your Personal Cards, you can enter a security code after cards are entered which will prevent others entry unless they know this code.

How to Secure the Card File:

1. After cards are entered, while in the PCF, depress **Code + Menu Key**.

   The PCF Menu is displayed.
2. Depress **8 Key** to activate Security.

   Display prompts:



```
Number of Cards: XXXX                                          MR 32%
                        ACTIVATE SECURITY
                     Enter Security Code: 1234









Press RETURN to enter, CODE+Q to Exit, or CODE+MENU for PCF menu
```

3. Type a four letter password, for example: **1376** or **July.** Make a record of the code selected.
4. Depress **Return Key** to **Enter** or **Code + Menu** to cancel.

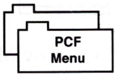
   Display prompts: **Are you sure? No**
5. Depress **Spacebar** to change **No** to **Yes** if you wish to use this as your security code.

   —OR—

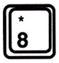
   If you are not sure, you can depress **Return Key** to return to the prompt: **Enter Security Code** then repeat steps 3 and 4. You can depress the **Code + Menu Key** to cancel the procedure at anytime.
6. Depress **Return Key** to secure cards.

Securing the PCF:

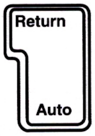
1. While in PCF



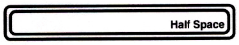
2.

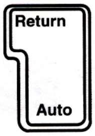


3. Enter Password.
4.

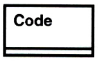


5.



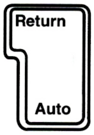


Using a Secured PCF:

1. 

+ Q

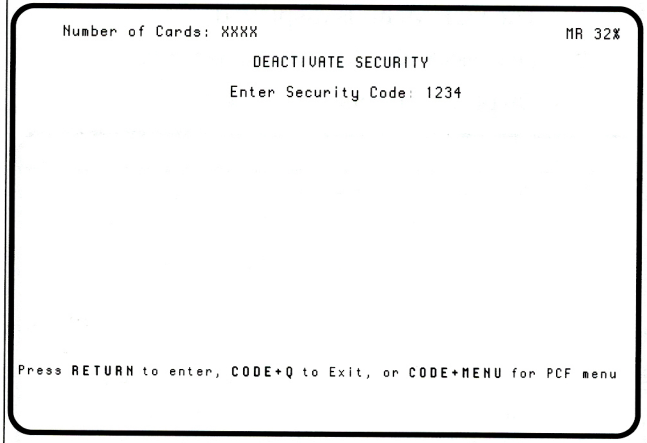
2. Enter any Menu selection.



Using a Secured Card File:

1. Depress **Code + Q Key** to activate Personal Card File. The PCF Menu appears on the display instead of personal cards: (**Secure**) is displayed on the upper left corner.
2. Enter any PCF Menu selection.

   Display prompts:
3. Enter the security code.



```
Number of Cards: XXXX                                    MR 32%
                    DEACTIVATE SECURITY
                  Enter Security Code: 1234




Press RETURN to enter, CODE+Q to Exit, or CODE+MENU for PCF menu
```

4. Depress **Return Key.**

   If the code is correct, the PCF is unlocked prompting: **Personal Card File Unlocked.**

   If the code is incorrect, 3 beeps are heard and the display prompts: **Incorrect Security Code** and returns to the PCF Menu.

NOTE: Once the PCF is unlocked it must be secured again by following the "Security" instructions.

Address Merge

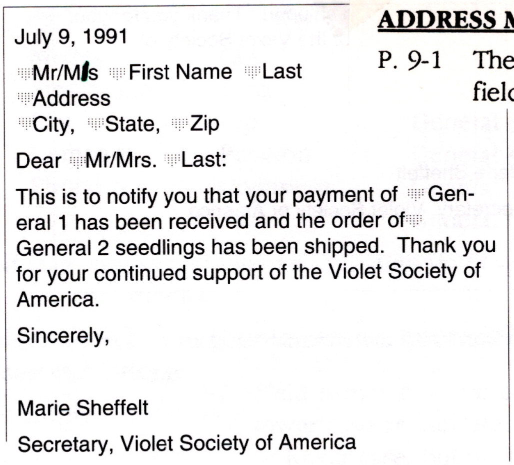
Address Merge

Address Merge allows you to merge a document on diskette with a PCF file in memory to create personalized correspondence. Address Merge allows you to merge and print:

All cards	All the PCF cards
Selected Cards	Only those cards you chose to merge
Sorted Cards	Merge by criteria. For instance, you can merge all the PCF files with a last name of Jones.

For instance, if you wish to send a form letter out to every person in your Personal Card file, you could:

1. Create the Form Letter, taking care to insert PCF field names in the document



July 9, 1991

Mr/Ms First Name Last
Address
City, State, Zip

Dear Mr/Mrs. Last:

This is to notify you that your payment of General 1 has been received and the order of General 2 seedlings has been shipped. Thank you for your continued support of the Violet Society of America.

Sincerely,

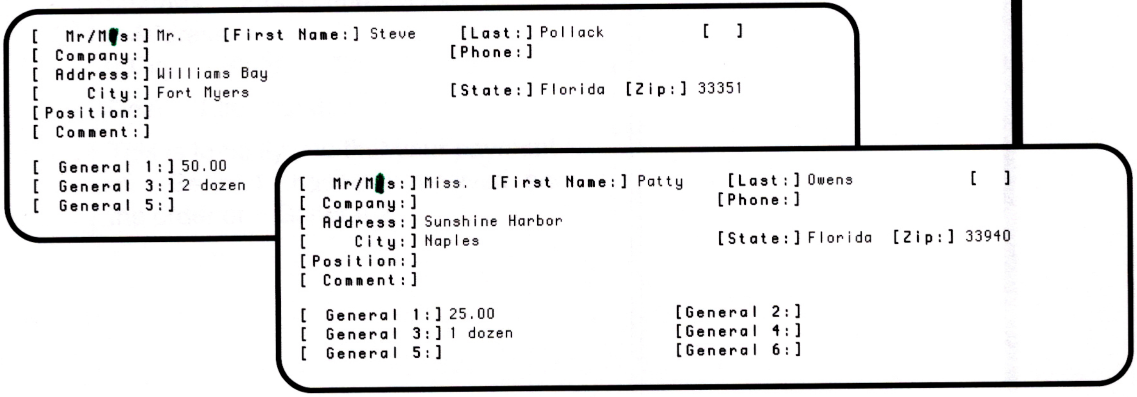
Marie Sheffelt

Secretary, Violet Society of America

ADDRESS MERGE

P. 9-1 The examples should be altered to show Mr/Ms as the correct field name for a person's title.

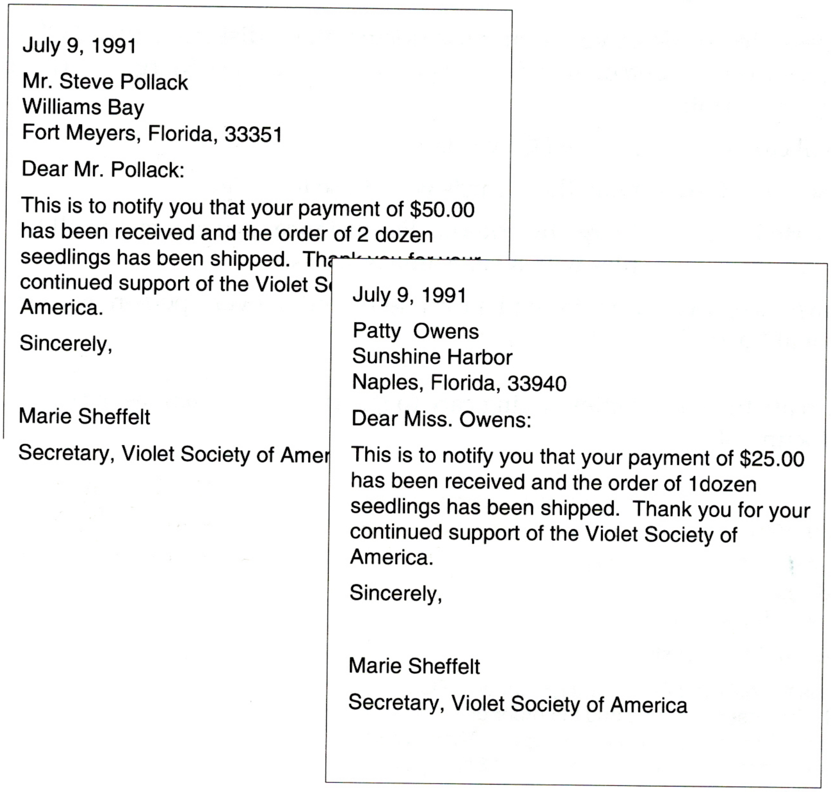
2. Create the Personal Card File.



```
[   Mr/Ms:] Mr.     [First Name:] Steve      [Last:] Pollack         [   ]
[ Company:]                                 [Phone:]
[ Address:] Williams Bay
[    City:] Fort Myers                      [State:] Florida  [Zip:] 33351
[Position:]
[ Comment:]

[ General 1:] 50.00
[ General 3:] 2 dozen
[ General 5:]
```

```
[   Mr/Ms:] Miss.  [First Name:] Patty      [Last:] Owens           [   ]
[ Company:]                                [Phone:]
[ Address:] Sunshine Harbor
[    City:] Naples                         [State:] Florida  [Zip:] 33940
[Position:]
[ Comment:]

[ General 1:] 25.00                     [General 2:]
[ General 3:] 1 dozen                   [General 4:]
[ General 5:]                           [General 6:]
```

3. Merge the document with the PCF files.



July 9, 1991

Mr. Steve Pollack
Williams Bay
Fort Meyers, Florida, 33351

Dear Mr. Pollack:

This is to notify you that your payment of $50.00 has been received and the order of 2 dozen seedlings has been shipped. Tha
continued support of the Violet S
America.

Sincerely,

Marie Sheffelt

Secretary, Violet Society of Amer

July 9, 1991

Patty Owens
Sunshine Harbor
Naples, Florida, 33940

Dear Miss. Owens:

This is to notify you that your payment of $25.00 has been received and the order of 1dozen seedlings has been shipped. Thank you for your continued support of the Violet Society of America.

Sincerely,

Marie Sheffelt

Secretary, Violet Society of America

Creating a Merge Document

1. InWP mode, Press **Code + Menu** to select Main Menu.
2. Press **1 Key** to **Create, Edit or View Document**. Depress **1 Key** again.

   If a document already exists, store it to diskette or erase it from memory.
3. Type your text as you would for any other document.

   When you wish to insert a field from the PCF into the document, press **Code + Stop (S) Key** to enter a Stop Code (⁞⁞) in the text then type the name of the field as it appears below. (Do NOT space between the Stop Code and the field name.):

Mr/Ms
First Name
Last
Company
Phone

City
State
Zip
Position
Comment

General 1
General 2
General 3
General 4
General 5
General 6

NOTE: you *cannot* insert a PCF note into the document.

~~Names can be upper or lowercase, but *must* have the exact letters.~~

Field names must be entered **exactly** as shown, using upper and lower case as indicated. Cross out sentence "names can be upper or lower case, but must have the exact letters."

Example:

July 9, 1991

⁞⁞Mr/Ms ⁞⁞First Name ⁞⁞Last
⁞⁞Address
⁞⁞City, ⁞⁞State, ⁞⁞Zip

Dear ⁞⁞Title ⁞⁞Last:

This is to notify you that your payment of ⁞⁞General 1 has been received and the order of ⁞⁞General 2 ...

Creating Document

1. Code + Menu Tab S
2. ! 1
3. Type Text
4. To insert PCF field:

   Code + S Stop

   —AND— then type field name.
5. To insert Stop Code:

   Code + S Stop
6. Save document to diskette.

4. If desired, insert manual page ends —OR— set page length *and* reformat text.

   Important: Documents over one page must be reformatted in order to print correctly.

5. Save the document to diskette. Documents must be saved to diskette in order to use Address Merge.

Creating a PCF Merge File

Create a PCF following the instructions on page 8-4.

You can use the six General fields for information that does not "fit" in the regular fields — the quantity someone purchased in the field General 1, the amount due in the field General 2, etc.

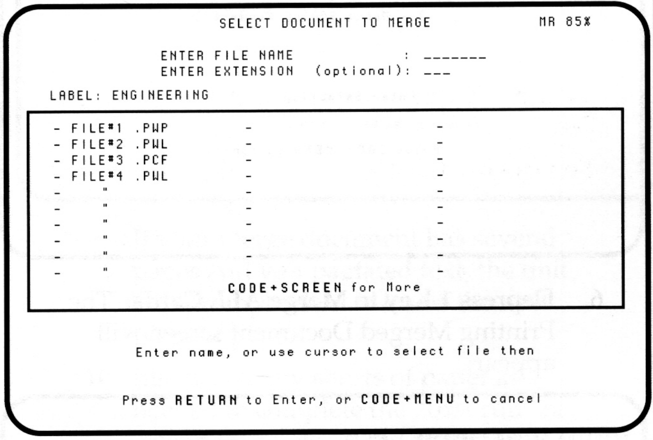
Merging

Merging All PCF Files

Merging is done in the Word Processing mode.

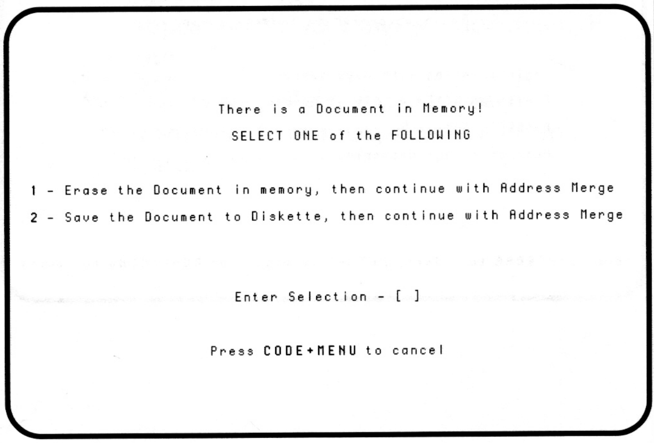
1. Save the merge document to diskette if not already saved and recall the PCF file into memory.
2. Depress **Code + Menu Key** in WP Mode.
3. Depress **C Key to Merge Documents with Personal Cards**.

   If no document is in memory, the Select Document to Merge Menu is displayed:



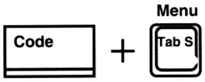
```
                    SELECT DOCUMENT TO MERGE                    MR 85%

              ENTER FILE NAME              : -------
              ENTER EXTENSION  (optional): ---
  LABEL: ENGINEERING

    - FILE#1 .PWP          -                  -
    - FILE#2 .PWL          -                  -
    - FILE#3 .PCF          -                  -
    - FILE#4 .PWL          -                  -
    -      "               -                  -
    -      "               -                  -
    -      "               -                  -
    -      "               -                  -
    -      "               -                  -
    -      "               -                  -
                    CODE+SCREEN for More

              Enter name, or use cursor to select file then

           Press RETURN to Enter, or CODE+MENU to cancel
```

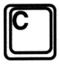
   If a document is in memory, Address Merge prompts:



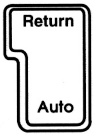
```
                There is a Document in Memory!
                  SELECT ONE of the FOLLOWING

 1 - Erase the Document in memory, then continue with Address Merge
 2 - Save the Document to Diskette, then continue with Address Merge

                    Enter Selection - [ ]

                  Press CODE+MENU to cancel
```

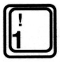
Merging All PCF Files

1. 

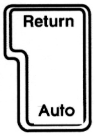
2. 

3. Type or Select merge document.

4. 

5. 

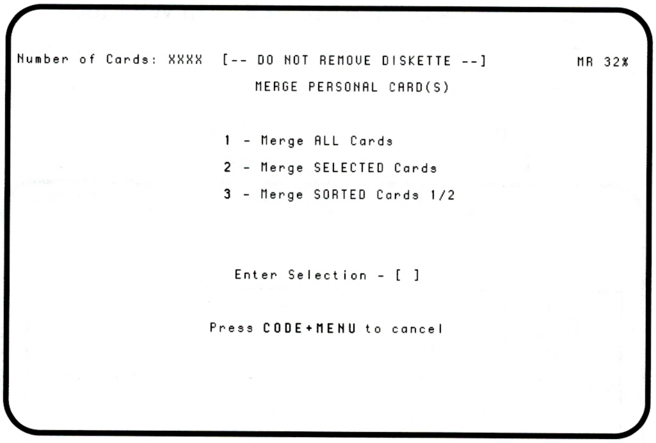
6. Insert Paper
7. Select print options.

8. 

9. If necessary, insert paper to complete the merge document.
10. Do steps 6 through 9 for all merge documents

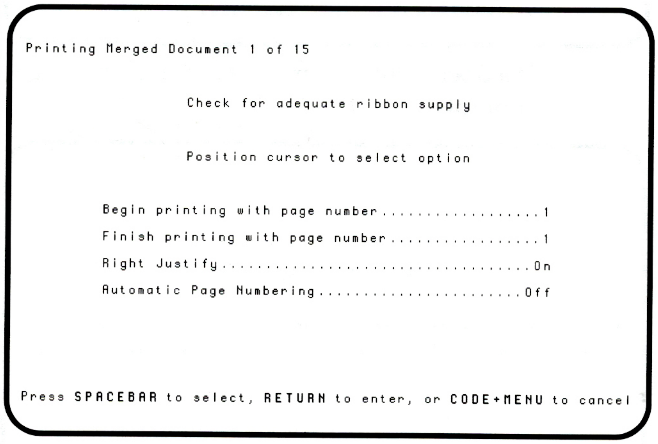
Press **1 Key** to erase the document and continue —OR—press **2 Key** to store the document.

4. Type the name of the merge document
—OR—
Select the document using the cursor keys.
5. Depress **Return Key**. The Merge Personal Cards menu is displayed:



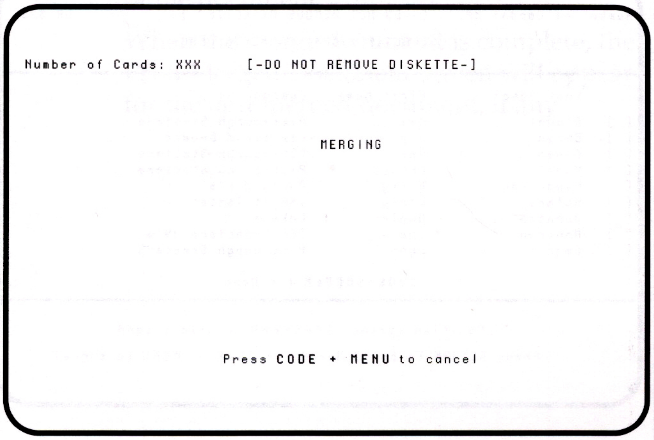
```
Number of Cards: XXXX  [-- DO NOT REMOUE DISKETTE --]          MR 32%
                          MERGE PERSONAL CARD(S)

                       1 - Merge ALL Cards

                       2 - Merge SELECTED Cards

                       3 - Merge SORTED Cards 1/2


                        Enter Selection - [ ]


                      Press CODE+MENU to cancel
```

6. Depress **1 Key** to **Merge ALL Cards**. The Printing Merged Document screen will appear:



```
Printing Merged Document 1 of 15


                 Check for adequate ribbon supply


                 Position cursor to select option


         Begin printing with page number..................1
         Finish printing with page number.................1
         Right Justify...................................On
         Automatic Page Numbering.......................Off




Press SPACEBAR to select, RETURN to enter, or CODE+MENU to cancel
```

7. Insert paper into the PWP.
8. Select print options for a *single* merged document. For more information on menu, see pages 4-68 through 4-72.
9. Depress **Return Key**. The document will print, and the Merge Screen will appear:



```
Number of Cards: XXX     [-DO NOT REMOVE DISKETTE-]

                          MERGING

                   Press CODE + MENU to cancel
```

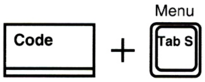
If your merge document has several pages and you pagiated text, the unit will prompt when to insert the next piece of paper.

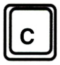
10. Insert as many sheets of paper as needed to complete the "first run" or "second run" etc. of the document.

When the merge document is complete, the Print Merged Document screen will appear for the *next* merged document, if any.

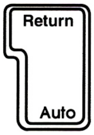
9. Follow steps 7 through 9 for each document to be merged with a Personal Card.

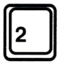
Merging Selected Cards

1. 

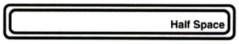
2. 

3. Type or Select merge document.

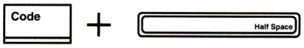
4. 

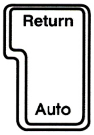
5. 

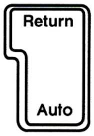
6. To select card:



To select ALL cards:



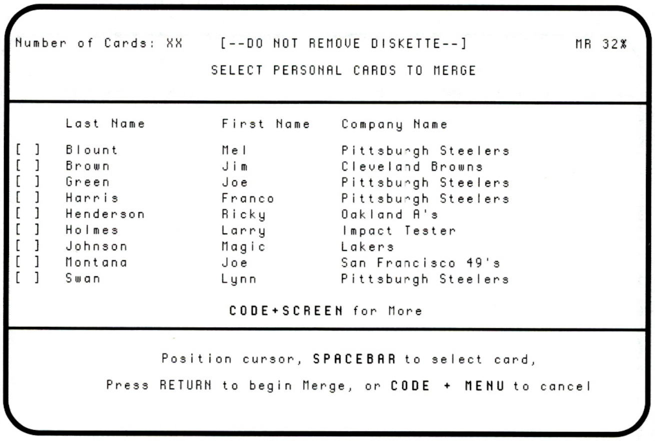
7. 

8. Insert Paper.
9. Select print options.
10. 

11. If necessary, insert paper to complete the merge document.
12. Do steps 6, 7 and 8 for all merge documents.

Merging Selected Cards:

1. Follow steps 1 to 5 on pages 9-5 and 9-6.
2. Select **2 Key** for **Merge Selected Cards**. The **Select Personal Cards to Merge menu** will be displayed.



```
Number of Cards: XX     [--DO NOT REMOVE DISKETTE--]           MR 32%
                        SELECT PERSONAL CARDS TO MERGE

        Last Name              First Name     Company Name
[ ]     Blount                 Mel            Pittsburgh Steelers
[ ]     Brown                  Jim            Cleveland Browns
[ ]     Green                  Joe            Pittsburgh Steelers
[ ]     Harris                 Franco         Pittsburgh Steelers
[ ]     Henderson              Ricky          Oakland A's
[ ]     Holmes                 Larry          Impact Tester
[ ]     Johnson                Magic          Lakers
[ ]     Montana                Joe            San Francisco 49's
[ ]     Swan                   Lynn           Pittsburgh Steelers

                          CODE+SCREEN for More

               Position cursor, SPACEBAR to select card,
        Press RETURN to begin Merge, or CODE + MENU to cancel
```

3. To select a card to be merged, position the cursor to the card and press **Spacebar**. A checkmark will appear between the brackets.

   —OR—

   Press **Code + Spacebar** to select *all* the cards in the PCF. Note: if you wish to select most of the cards, depress **Code + Spacebar** then deselect using the **Spacebar**.
4. Press Code + ▶ to view more cards, if any, and select the desired cards.
5. Press **Return Key** when finished selecting cards.

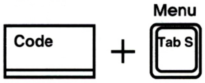
   The Merge Personal Cards menu is displayed.
6. Insert paper into the PWP.
7. Select print options for a *single* merged document.
8. Depress **Return Key**. The document will print, and the Merge Screen will appear.

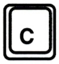
If your merge document has several pages and you paginated text, the unit will prompt when to insert the next piece of paper.

9. Insert as many sheets of paper as needed to complete the “first run” or "second run" etc. of the document.

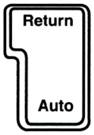
   When the merge document is complete, the Print Merged Document screen will appear for the *next* merged document, if any.

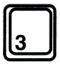
Merging Sorted Cards

1. 

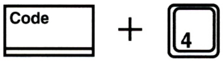
2. 

3. Type or Select merge document.

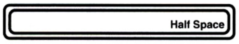
4. 

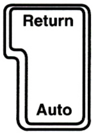
5. 

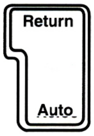
6. Enter sort information

7. 

8. De-select cards if desired.



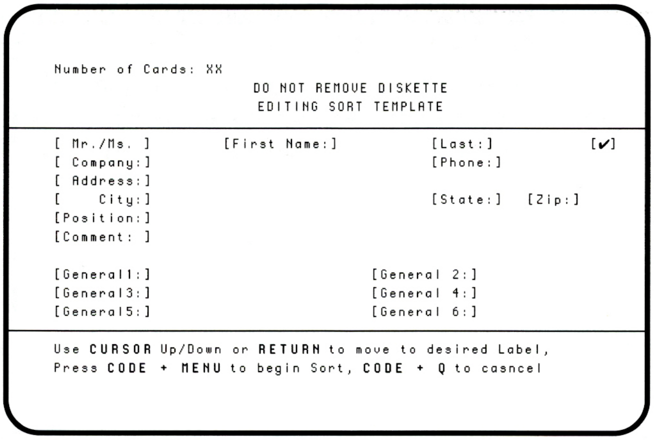
9. 

10. Insert Paper
11. Select print options
12. 

13. If necessary, insert paper to complete the merge document.
14. Do steps 10 through 13 for all merge documents

Merging Sorted Cards

1. Follow steps 1 to 5 on page 9-5 and 9-6.
2. Depress **3 Key** to **Merge Sorted Cards**. The **Edit Sort Template** will appear.



```
Number of Cards: XX
                          DO NOT REMOVE DISKETTE
                          EDITING SORT TEMPLATE

[ Mr./Ms. ]         [First Name:]           [Last:]            [✓]
[ Company:]                                 [Phone:]
[ Address:]
[    City:]                                 [State:]   [Zip:]
[Position:]
[Comment: ]

[General1:]                         [General 2:]
[General3:]                         [General 4:]
[General5:]                         [General 6:]

Use CURSOR Up/Down or RETURN to move to desired Label,
Press CODE + MENU to begin Sort, CODE + Q to casncel
```

3. Enter Sort information. All fields can be used, including General fields.

   Example:

   To locate all those with a last name of Jones residing in the city of New York, born in January, enter Jones in the Last Name field. New York in the City field and January in the General 1 field (if used for birthdays.)

4. Press **Code + Menu Key** to begin the sort. The results of the sort are shown in the Select Personal Cards to Merge screen.
5. If you do *not* want to merge one of the sorted cards, move the cursor to the card and press **Spacebar** to de-select it.
6. Depress **Return Key** to begin the merge.

   The Merge Personal Cards menu is displayed.

7. When merge is completed, insert paper into the PWP.
8. Select print options for a *single* merged document. For more information on menu, see page 8-4.

9. Depress **Return Key**. The document will print, and the Merge Screen will appear.

   If your merge document has several pages and you pagiated text, the unit will prompt when to insert the next piece of paper.

10. Insert as many sheets of paper as needed to complete the “first run” or "second run" etc. of the document.

    When the merge document is complete, the Print Merged Document screen will appear for the *next* merged document, if any.

Maintenance
and
Use

Ribbon Cassettes: Removing and Inserting

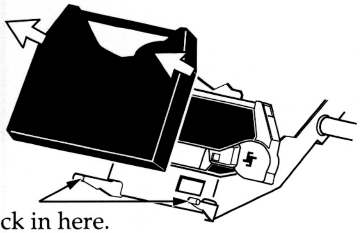
WARNING: Use Smith Corona "H" Series and "S" Series supplies. Use of non-Smith Corona (brand or manufactured) supplies or accessories will not (except as noted below) void this warranty.

THE WARRANTY WILL BE VOID if the Word Processor is damaged or rendered wholly or partially inoperable as a result of using a non-Smith Corona supply or accessory item(s).

Replace the ribbon cassette when a different colored portion begins to unwind from the cassette.

To Remove Ribbon Cassette:

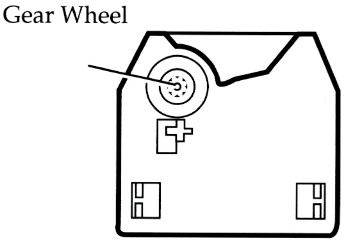
1. Lift Lid. Status Line prompts: **LID OPEN**



Lift out and snap back in here.

2. Grasp Cassette on both sides.
3. Lift Cassette STRAIGHT up and out.

To Insert Ribbon Cassette:



1. If the ribbon is not tightly wound in the Cassette, turn gear wheel on bottom of Cassette in the direction indicated.
2. Hold Cassette with ribbon toward the Print Hammer.
3. Set the Cassette in the Carrier, guiding the ribbon behind Printwheel. Press down. Ribbon snaps in place.
4. Close Lid securely. Be sure it snaps into place.

Correcting Tape: Removing and Inserting

Replace the Correcting Tape when a different colored portion unwinds from the right spool.

> When using Correctable film ribbon cassettes, use Smith Corona Lift-Off correcting tape (Lift-Rite®). (See "Supplies," page 11-1)
>
> When using Multi-Strike film ribbon cassettes, use Smith Corona Cover-Up correcting tape (Re-Rite®). (See "Supplies," page 11-1).

To Remove the Correcting Tape:

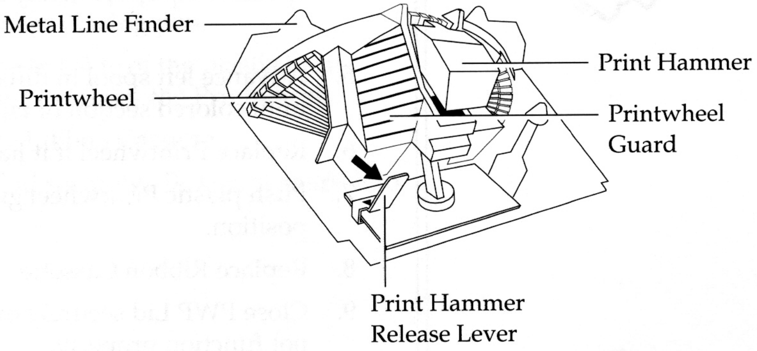
The FIRST TIME YOU USE YOUR PWP...

Colored tape is visible instead of the correcting portion. Advance the left spool in the direction of the arrows until the colored section appears.

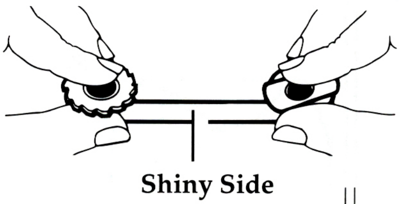
> **Note:** It is time to change your correcting tape when a different colored portion unwinds from the spool.

To remove the Correcting Tape

1. Lift PWP Lid.
2. Remove Ribbon Cassette.
3. Push Print Hammer Release to retract or remove the Printwheel.
4. Pull both spools off spindles.
5. Lift up and out.



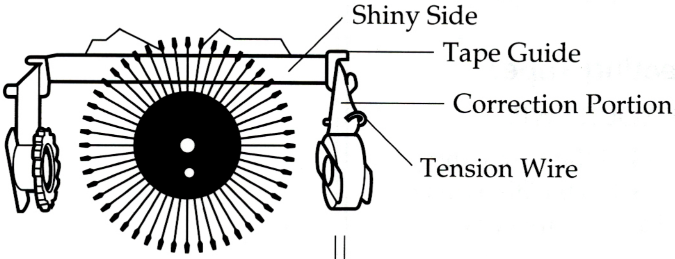
To Insert New Correcting Tape:

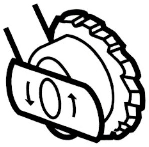


1. Hold spool with gear flange in left hand with gear on top. Shiny side of tape toward keyboard.

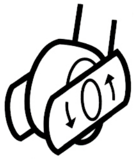
   Hold other spool in right hand.

   Hold spools a few inches apart.
2. Slip tape between Printwheel and metal line finder. Use thumbs to guide tape.
3. Channel tape around guides.
4. Place spools on spindles as follows:





LEFT SIDE: Push gear side of spool on the spindle first. Arrows go on outside of the spool. Snap spool firmly in place.



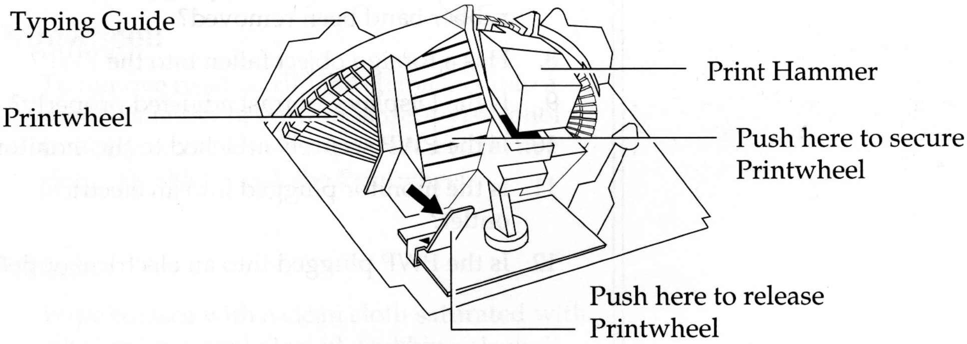
RIGHT SIDE: Guide tape over the tension wire, shiny side down. Arrows go on outside of spool. Snap spool firmly in place.

5. Advance left spool in direction of arrows until colored section of tape disappears.
6. Replace Printwheel if it has been removed.
7. Push plastic Printwheel guard back to print position.
8. Replace Ribbon Cassette.
9. Close PWP Lid securely or your PWP will not function properly.

Printwheel: Removing and Inserting

To Remove Printwheel:

1. Lift Lid.
2. Remove the Print Ribbon Cassette.
3. Locate and push Print Hammer Release Lever (to the left of Print Hammer).


Typing Guide
Printwheel
Print Hammer
Push here to secure Printwheel
Push here to release Printwheel

4. Lift the Printwheel out.

To Insert Printwheel:

1. Drop the Printwheel between the Print Hammer and typing guide with the **typestyle name facing you**.
2. Push on the left side of the plastic Printwheel guard to secure the Printwheel.
3. Replace the Ribbon Cassette.
4. Close the Lid securely. Be sure it snaps into place.

Check Points

If your PWP does not function properly, check the following:

1. Is the Lid closed securely?
2. Does the Ribbon Cassette need replacing?
3. Does the Correcting Tape need replacing?
4. Is there a Printwheel installed?
5. Is the Printwheel installed properly?
6. Is the Print Hammer in a locked position?
7. Have the cardboard shipping protector and rubber band been removed?
8. Has a foreign object fallen into the PWP?
9. Is the Display Contrast adjusted properly?
10. Is the PWP securely attached to the monitor?
11. Is the monitor plugged into an electrical outlet?
12. Is the PWP plugged into an electrical outlet?

Care and Maintenance

Always unplug the machine before using cleaning solutions on its surfaces.

Cleaning

Do not attempt to disassemble the PWP to clean it.

When you lift the top lid to change Printwheels, Cassette Ribbons or Correcting Tape, do not drop items such as pins, paper clips or nail files into the PWP. They may damage the PWP.

Printwheel:

To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol) and wipe with a clean dry cloth. DO NOT soak the Printwheel.

Platen:

Wipe surface with a clean cloth saturated with ethyl or isopropyl alcohol (rubbing alcohol).

Covers/Keyboards:

To clean covers or keyboards, sponge with a mild ammonia or soap solution. DO NOT use household cleaners containing chlorinated compounds. DO NOT spray anything directly on the product.

Display

Dust with a soft cloth (e.g.) gauze. DO NOT use water.

Safe Operating Recommendations

To avoid unnecessary operator injury or damage to the machine, please review the following recommendations.

1. USE THE CORRECT ELECTRICAL CURRENT — Avoid electrical short circuit, overheating or shocks. (Standard United States electrical service is 110 to 120 volt, 60 Hz, alternating current.) Other countries may use different supply voltages. Check the electric rating label affixed to the Unit. The wrong voltage could cause damage to the Unit, possible overheating or shocks.
2. AVOID ELECTRICAL SHOCK — Never insert metal objects such as screwdrivers, paper clips, nail files, etc., inside the Unit.
3. BEFORE REACHING INTO THE CARRIER PATH AREA — Always move the mode switch to Standby.
4. TURN UNIT OFF AND UNPLUG — Move Power Switch to Standby when finished typing. Unplug Unit if it will not be used for an extended period.
5. IF THE PWP IS DROPPED — The insulation system may be disturbed. Unplug the cord before picking up the machine. Have the unit checked by a qualified service technician before using it again.
6. DO NOT REMOVE THE HOUSING from the Unit.
7. ALWAYS HAVE THE UNIT SERVICED by a qualified service technician. There are no user serviceable parts inside.
8. TEMPERATURE and HUMIDITY — Avoid placing the Unit near an excessively warm or humid location.
9. BEFORE CLEANING — Before attempting to clean any part of your Unit with any recommended solutions, make sure it is unplugged.
10. IF LIQUIDS ARE SPILLED OR SPLASHED on the Unit, immediately unplug the Unit. Have Unit checked by a qualified service technician.
11. The Unit should be plugged into an outlet which is nearby and easily accessible.

WARNING: To reduce risk of fire or electrical shock, DO NOTexpose Unit to rain or moisture.

Obtaining Service

If the PWP needs service:

Call the dealer where you purchased the Unit or take it to the nearest Smith Corona Service Center. To locate the nearest Service Center call toll-free:

1-800-448-1018

1-800-962-3000 (New York Residents)

NOTE: To qualify for Warranty, proof of purchase **must** accompany the unit.

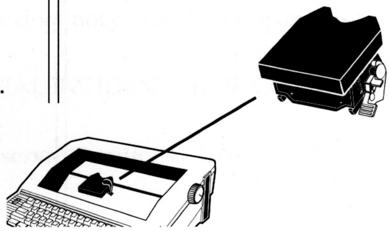
Packing Instructions

Smith Corona Corporation is *not responsible for shipping damages.*

IMPORTANT: When the machine is to be shipped, for any reason, the printwheel carrier inside the Unit must be stabilized to prevent movement. The Unit as a whole must be well protected from shipping and handling hazards. Use original packing material to repack the unit.

Stabilize the Printwheel Carrier:

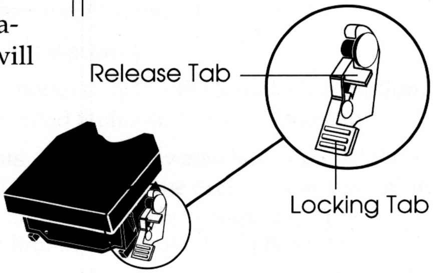
1. Lift Lid.



2. Remove the Ribbon and Correcting Tape.

   (Do not send ribbon and tapes correcting cassettes the PWP when returning for repairs.)

3. Engage the Carrier Lock located on the right side of the Carrier by pushing down on the front locking tab.
4. Move Carrier to the right side of the machine until it locks into position. You will hear it click into place.
5. Close the Lid and tape shut.
6. Place the Keyboard Cover on the Unit.



Packing the PWP:

If you do not have the original packing materials:

1. Use a box slightly larger than the PWP.
2. Put wadded newspaper in the bottom of the box for cushioning.
3. Place the PWP inside the box and fill the sides and top with more wadded newspaper.
4. Seal the carton. It is recommended that you use filament tape or 2" wide plastic tape.
5. In large letters, address the package for shipment to the nearest service location. Remember to include your return address.

Product Consumer Warranty

Limited Warranty

90 Day Warranty

Smith Corona Corporation warrants this Personal Word Processor against defects in material or worksmanship for a period of 90 days from the date of original purchase for use, and agrees to repair or, at our option, replace any defective unit without charge for either parts or labor. Proof of Purchase will be required.

1 Year Parts Warranty

Following the first 90 days from the date of purchase and thereafter until one year from the date of purchase, Smith Corona Corporation will replace any defective part at no charge. There will be a standard charge for labor and the cost of transportation.

IMPORTANT: This warranty does not cover damage resulting from accident, misuse or abuse, any modification or alteration including attaching the unit to other than the recommended receptacle or voltage, nor does it cover ribbon replacement or cleaning of the unit.

THIS WARRANTY IS VOID WHEN SERVICE OR REPAIRS ARE PERFORMED BY A NON-AUTHORIZED SERVICE LOCATION. This warranty does not cover shipping expenses to and from a service location.

NO RESPONSIBILITY IS ASSUMED FOR ANY SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES.

You may obtain warranty service through one of our service locations. To obtain the location of the nearest Service Center, call toll-free:

800-448-1018

(in New York State, call 800-962-3000)

The toll-free numbers operate Monday through Friday, from 8:00 am to 6:00 pm on Eastern Time.

Simply take or ship the unit prepaid to the nearest service location.

Damage occurring during transit is not covered by this warranty.

NOTE: No other warranty, written or verbal, is authorized by Smith Corona Corporation. This warranty applies to units sold in the United States and Puerto Rico only.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above exclusion and limitations may not apply to you.

Smith Corona Corporation
839 Route 13 South
Box 2090
Cortland, New York 13045-0980

WARNING: Use Smith Corona "H" Series and "S" Series supplies. Use of non-Smith Corona (brand or manufactured) supplies or accessories will not (except as noted below) void this warranty.

THE WARRANTY WILL BE VOID IF the Word Processor is damaged or rendered wholly or partially inoperable as a result of using a non-Smith Corona supply or accessory item(s).

Supplies and Accessories

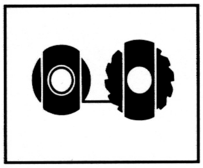
Supplies

Warning: Use Smith Corona "H" Series and "S" Series supplies which have been designed specifically for this product. Use of non-Smith Corona supplies may render the unit inoperable, (see page 10-11).

Ribbon Cassettes/ Correcting Tape

Correctable Film Ribbon Cassettes and Correcting Tape:

	Stock No.
Lift Off CorrectingTape Spool lifts off errors equickly and cleanly. Use with Correctable Film Ribbon Cassettes. Dual Pack.	59048
Cover Up Tape Spool covers up your errors neatly and cleanly. Use with Multi-Strike ribbons. Dual Pack.	59055



	Stock No.
Correctable Black Film Ribbon for clean correction and general purpose typing applications. Yields approximately 25% more characters per cassette than High Density	
Correctable Film Ribbon. (Dual Pack)	63446
Correctable Film Ribbon (6-Pack)	67108
High Density Correctable Black Film Ribbon for bolder, darker print. Especially for use on difficult to image papers (i.e., rough textures or slick surfaces).	
High Density Correctable Film (Dual Pack)	67231
Color Correctable Film (Single Pack)	
Blue	63461
Brown	63453

Multi-Strike Ribbon Cassettes:

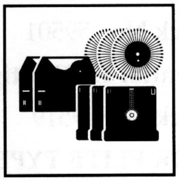
FOR HIGH CHARACTER YIELD — Use Smith Corona **Multi-Strike** Ribbon Cassettes and "cover-up" errors with Smith Corona **Cover-Up** Correcting Tape.

Multi-Strike Black Film Ribbon 63438

NOTE: Stencils designed specifically for daisywheel typewriters perform best when the print ribbon is inserted. determine which brand best fits your individual requirements, check with your office supplies retailer.

Start Rite® 3.5 for PWP 84756

is a convenient one-source value pack of supplies for all your typing needs. Start producing professional looking documents right away.



Start-Rite includes:

2 Multi-Strike ribbon cassettes- - for a total of 400,000 characters of letter-quality printing. Multi-Strike is recommended for economy when printing out text from the PWP.

3-3 1/2" disks

3 printwheels: Regency (Courier) 12
Letter Gothic 10/12
Orator 10

Printwheels

Changeable Printwheels

A variety of H Series Printwheels with different typestyles is available from your Smith Corona product merchandiser. To protect Printwheels not in use, store them in their original holder.

PICA TYPESTYLES:	
Regency 10/Courier 10 Stock No. 59527	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Tempo 10 Stock No. 59535	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Orator 10 Stock No. 59287	ABCDEFGHIJKLMNOPQRSTUVWXYZ
ELITE TYPESTYLES:	
Regency 12/Courier 12 Stock No. 59501	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Presidential 12/Prestige 12 Stock No. 59519	ABCDEFGHIJKLMNOPQRSTUVWXYZ
PICA OR ELITE TYPESTYLE	
Script 10/12 Stock No. 59543	*ABCDEFGHIJKLMNOPQRSTUVWXYZ*
Letter Gothic 10/12 Stock No. 59295	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Courier Italic 10/12 Stock No. 63305	*ABCDEFGHIJKLMNOPQRSTUVWXYZ*
OTHER	
MICRO 15 Stock No. 59394	ABCDEFGHIJKLMNOPQRSTUVWXYZ

SMITH CORONA
Ten Day
Keyboarding/Touch Typing
Course

	Stock No.
10 Day Keyboarding/Touch Typing Course This course includes one specially recorded audio tape cassette, easel back 10 lesson manual with keyboard diagrams, professional typing exercises and full explanatory text.	69278

The following information is provided to you in accordance with the rules and regulations of the United States Federal Communications Commission. Questions concerning this information can be directed to Smith Corona Corporation by writing:

Smith Corona Corporation
839 Route 13 South
Box 2090
Cortland, NY 13045

NOTE: This PWP generates and uses radio-frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient the receiving antenna.

Relocate the PWP with respect to the receiver.

Move the PWP away from the receiver.

Plug the word processor into a different outlet so that word processor and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems."

This booklet is available from the U.S. Government Printing Office, Washington, DC 20402, Stock No. 004-00-00345-4

NOTICE: Any modification or alteration of the word processor system which allows electronic communication with a computer or attaching it to a receptacle or module interface which is not recommended will void Smith Corona's warranty on this product to the extent that any such modification may be related to a failure. Some word processors are not designed as computer printers and when modified to perform this function may be in violation of the applicable requirements of Underwriter's Laboratories (UL) Canadian Standards (CSA), (US) and the Federal Communication Commission (FCC).

NOTE: This digital apparatus does not exceed the class B limits for radio emissions from digital apparatus as set out in the radio interference regulations of the Canadian Department of Communications.

For your convenience and protection make a record of the model name and serial number. The serial number is located on the inside of the typewriter on the bottom right side. Use them when ordering supplies and accessories and for identification in case of theft.

Model Name PWP 3800

Serial Number RD03335

Date of Purchase 3/16/93

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Quick Reference Guide

Throughout this manual, the Code + ☐ will designate when **Code Key** must be depressed and held down while the second key is depressed.

COMMAND	FUNCTION	MODE	PAGE
Cursor Keys			
◄,►, ▲,▼, Adv ►, Adv ◄	Moves Cursor or Print Hammer	T,WP	2-2, 4-32
Adv ▲, Adv ▼ Key	Moves Cursor to beginning or end of text	WP	2-3, 4-32
Code + ►, Code + ◄ Key	Displays next/prior screen of text	WP	2-3, 4-32
Enhancements			
Code + Return (Auto Return) Key	Activates/Deactivates Auto Return	T,WP	3-21
Code + 0 (Auto Center) Key	Activates Auto Center	T,WP	3-22, 4-42
Code + - Under (-) Key	Activates/Deactivates Auto Underscore-Word/All	T,WP	3-23, 4-40
Code + B (Bold) Key	Activates/Deactivates Bold Print	T,WP	3-21, 4-39
Code + Indent (9) Key	Indents Paragraph	T,WP	3-25, 4-44
Code + Left Shift/Paper In Key	Activates Automatic Paper Insert	T,WP	1-7
Code + Right Shift/Paper out Key	Auto Paper Eject Prior to End of Page warning beep	T,	1-7
Shift + Underscore (-) Key	Activates Manual Underscore	T,WP	3-23, 4-42
Code + 6 (File In Key	Activates file insert	WP	6-3
Formatting			
Margin Key	Sets Left Margin	T,WP	3-2, 4-18
Code + Margin Key	Sets Right Margin	T,WP	3-2, 4-18
Tab S Key	Sets Tabs	T,WP	3-3, 4-19
Code + 8 (Spec Tab) Key	Sets Center, Decimal and Flush Right Tabs	T,WP	3-5, 4-19
Code + Tab S Key	Clears one or all Tab locations	T,WP	3-7, 4-21
Code + 7 (Change Format) Key	Activates Format Mode: Sets End of Page,Pitch, Line Spacing, Impression Control	T,WP	3-9 thru 3-14
Code + 5 (Ref) Key	Reformats text while editing and creating files	WP	4-33, 4-6
Corrections			
Correct Key	Corrects Character/s in Correction Memory	T,WP	3-15, 4-35
Code + Correct Key	Activates Character/s Correction Outside of Correction Memory	T,WP	3-18
WordEraser Key	Corrects Word/Words in Correction Memory	T,WP	3-16, 4-35
Code + WordEraser/LineEraser Key	Activates LineEraser in Correction Memory	T,WP	3-17, 4-35
Code + U (Undo) Key	Allows you to Undo the previous keystroke	WP	4-61
Code + Spacebar Key	Activates Half Space Correction	T	3-19
Code + 2 (Insert) Key	Activates/Deactivates Insert Mode	WP	4-37
Code + S (Stop) Key	Halts WordErasing and LineErasing	T,WP	3-16, 3-17
Memory Mode			
Code + Return Key	Resumes printing;	WP	4-73
Code + Tab Set (Menu) Key	Used to display the Main Menu & PCF MENU	WP	4-11, 8-4
Code + S (Stop) Key	Cancels printing, Enters a Stop Code during Text Entry and Editing	WP	4-64
Code + 1 (Search) Key	Activates/Deactivates Search feature	WP	4-52
Code + N (Next) Key	Activates Search to next occurrence	WP	4-53
Code + R Key	Activates Memory Remaining Feature	WP	4-2
Code + 3 (Marker) Key	Marks beginning and end of blocks for block moves,deletes, and copies	WP	4-47
Code + Q (PCF)Key	Activates/Deactivates Personal Card File	WP	8-2
Spell-Right Dictionary			
Code + D Key	Dictionary On/Off	T,WP	7-3
Code + F (Find) Key	Activates WordFind Feature. Relocates to last typing position when there are no other errors to be "found" in Correction Memory	T,WP	7-5
Code + L (List) Key	Activates/Deactivates List	T,WP	7-7
Code + = (Spell) Key	Activates/deactivates AutoSpell feature	WP	7-10
Code + X (View) Key	Activates/Deactivates graphic page view	WP	4-9
Code + T (Thesaurus)	Activates/Deactivates Thesaurus	T,WP	7-20
Code + W (Count) Key	Activates /Deactivates Word Count	WP	7-24
Other Features			
Code + V Key	Sets Volume Control	T,WP	1-6
Code + Z Key	Activates Demonstration Program	T,WP	iv
Code + K (KBII) Key	Activates Keyboard II	T,WP	2-4
Code + Lock Key	Enables typing of numbers & capital letters without shifting keys	T,WP	2-5
Code + H (Help) Key	Activates help guide	T,WP	2-7

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